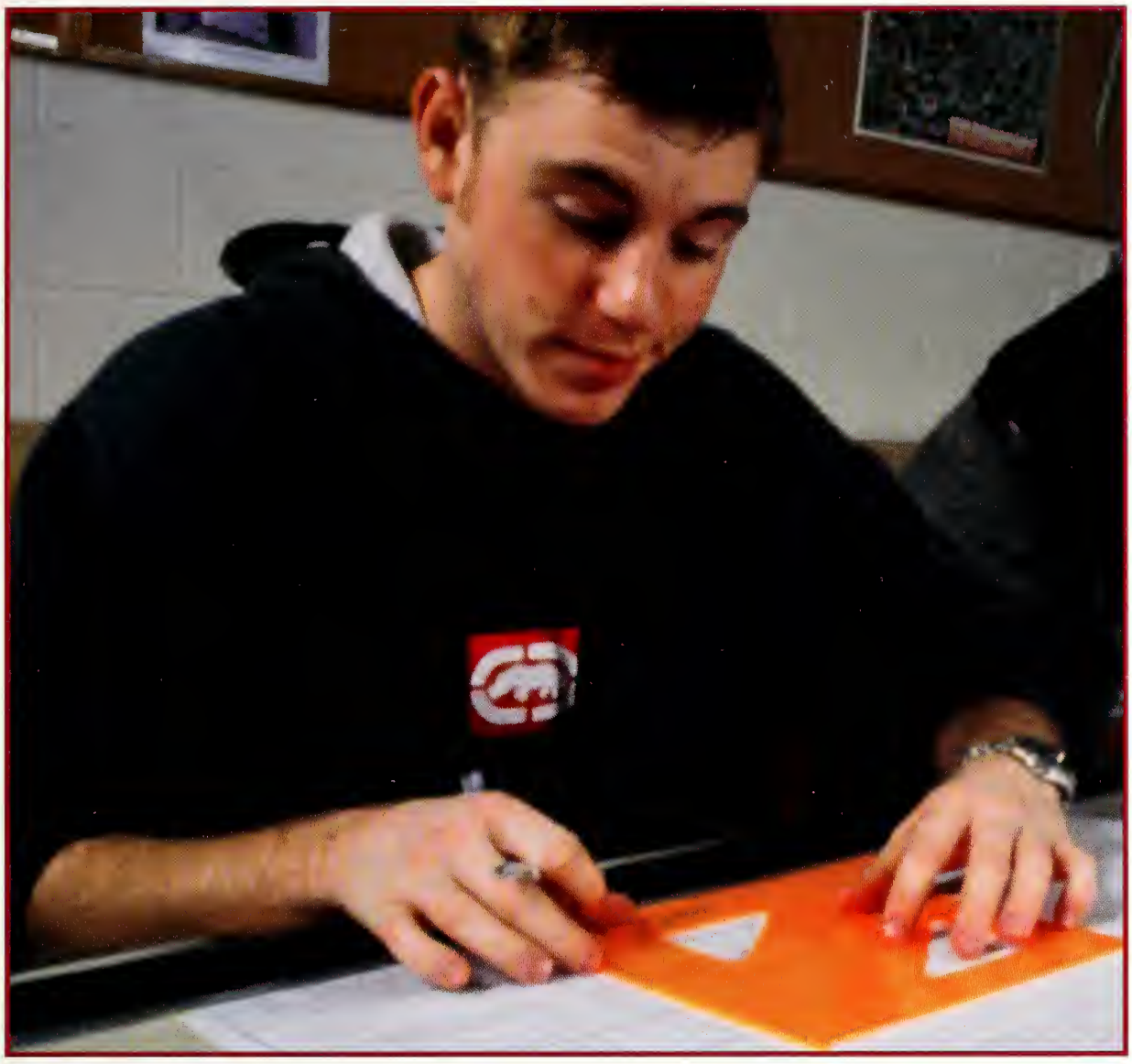

FAIRMONT STATE™

COMMUNITY & TECHNICAL COLLEGE

2002-2003 CATALOG

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FAIRMONT STATE™

COMMUNITY & TECHNICAL COLLEGE

Catalog

Volume 1
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2002-2003

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Academic Calendar 2002-2004

2002 Fall Semester		2003 Fall Semester
Thursday, August 15	Faculty Return	Thursday, August 14
Sunday, August 18	Students Return	Sunday, August 17
Sunday, August 18	Residence Halls Open for New Students	Sunday, August 17
Monday, August 19	Registration Day	Monday, August 18
Sun., Mon., Tues., August 18,19,20	Orientation	Sun., Mon., Tues., August 17, 18,19
Wednesday, August 21	Classes Begin	Wednesday, August 20
Monday, September 2	Labor Day, No Classes	Monday, September 1
Friday, October 11	Mid Semester	Friday, October 10
Friday, October 11	Applications For December Graduation Due	Friday, October 10
Monday-Friday, Nov. 25-29	Thanksgiving Recess, No Classes	Monday-Friday, November 24-28
Monday, December 2	Classes Resume, 8 A.M.	Monday, December 1
Friday, December 6	Last Day of Classes	Friday, December 5
Monday-Friday, December 9-13	Final Exams	Monday-Friday, December 8-12
Saturday, December 14	Commencement	Saturday, December 13

2003 Spring Semester		2004 Spring Semester
Friday, January 10	Residence Halls Open	Friday, January 9
Friday, January 10	Registration Day/Orientation	Friday, January 9
Monday, January 13	Classes Begin	Monday, January 12
Monday, January 20	Martin Luther King Day, No Classes	Monday, January 19
Friday, March 7	Mid Semester	Friday, March 5
Friday, March 7	Applications For May Graduation Due	Friday, March 5
Monday-Friday, March 10-14	Spring Break, No Classes	Monday-Friday, March 8-12
Monday, March 17	Classes Resume, 8 A.M.	Monday, March 15
Friday, April 18	Good Friday, No Classes	Friday, April 9
Friday, May 2	Last Day of Classes	Friday, April 30
Monday-Friday, May 5-9	Final Exams	Monday-Friday, May 1-7
Saturday, May 10	Commencement	Saturday, May 8

2003 First Summer Term		2004 First Summer Term
Monday, May 19	Registration and First Day of Classes	Monday, May 17
Friday, May 23	Applications for Summer Graduation Due	Friday, May 21
Monday, May 26	Memorial Day, No Classes	Monday, May 31
Thursday, June 19	First Summer Session Ends	Thursday, June 17

2003 Second Summer Term		2004 Second Summer Term
Monday, June 23	Registration and First Day of Classes	Monday, June 21
Friday, July 4	Independence Day, No Classes	Monday, July 5
Thursday, July 24	Second Summer Session Ends	Thursday, July 22

Catalog Policy

It is the responsibility of students to be knowledgeable of official college policies and to meet all requirements in the Catalog. It provides the best possible current information on practices and intentions of the College. The College reserves the right to change provisions or requirements at any time to reflect curricular changes and administrative regulations and procedures. The Catalog is not considered a binding contract between the student and the College. It is for informational purposes only.

Students should keep informed of current degree, curriculum, and course requirements. The academic advisors and appropriate administrative offices of the College may be consulted for further information.

A student who enrolls at Fairmont State Community & Technical College shall follow the provisions of the catalog in use at the time of admission or any subsequent catalog, providing all of the subsequent catalog is adopted. Transfer students will use the catalog current at the time of their admission to the previous institution, provided that the graduation date would not be more than seven years from the date of first enrollment in college.

Students who have interrupted their schooling for more than one year will become subject to the provisions of the current catalog.

Policy on Equal Opportunity Affirmative Action

Fairmont State Community & Technical College is an Equal Opportunity-Affirmative Action institution. In compliance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the other applicable laws and regulations, the College provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin, disability, or sexual orientation as identified and defined by law.

The College neither affiliates knowingly with nor grants recognition to any individual, group or organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin, disability, or sexual orientation as defined by applicable laws and regulations. Further inquiries may be directed to the Director of Affirmative Action who is the Section 504, Title IX, and ADA Coordinator, Room 224 Hardway Hall, telephone 304 367-4247.

The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable. Students wishing to review their education records must contact the campus official in charge of the office in which the record is located. Students may not inspect records to which they have waived their rights of inspection and review.

Within the Fairmont State Community & Technical College community, only those members, individually or collectively, acting in the student's educational interest are allowed access to student education records. These members include personnel in the Offices of Admissions and Records, Student Services, Financial Aid, Business Office, academic divisions, academic advisors and athletic departments.

At its discretion the institution may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying the Registrar's Office in writing.

The College may disclose academic information to parents of students by having parents establish the student's dependency as defined by the Internal Revenue Code of 1954, Section 152. Dependency status may be established by the presentation of a certified copy of the parents' most recent federal income tax form listing the student as a dependent.

Drug-Free Awareness Program

In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, Fairmont State Community & Technical College has a Drug-Free Awareness Program designed to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Further inquiries may be directed to the Assistant to the President or the Vice President for Student Affairs.

Services for Students with Disabilities

As required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, certain accommodations are provided for those students whose disability may affect their pursuit of a college education. These students must contact the Coordinator for Students with Disabilities, who is located in Student Affairs, if these services are desired. The Associate Provost is notified of the required academic accommodations and apprises advisors and instructors of this information each semester. Priority scheduling procedures have been established for students with disabilities. Students should contact their advisor for priority class preregistration. For additional information refer to the brochure "Services for Students with Disabilities" available in Student Affairs.

Assessment of Student Academic Achievement

Fairmont State Community & Technical College is committed to providing quality educational opportunities and experiences for every student. While grades are one measure of student performance, grades do not provide the institution with the necessary data to ascertain the areas of the curriculum that are strong and areas that need improvement. Therefore, students attending Fairmont State Community & Technical College must participate in periodic assessment activities as directed by the College. Student assessment will normally occur at two critical times in the student's college career, 1) upon entering the institution for course placement and for gathering baseline data, 2) and prior to graduation. Assessment data may be collected at additional times at the discretion of the institution. The purpose of gathering assessment data is to monitor the quality of the academic programs and to improve, when necessary, the educational experience of students.

Compliance with Military Selective Service Act

State law provides that a male person who has attained the age of eighteen (18) years may not enroll in a state-supported institution of postsecondary education unless he is in compliance with the Military Selective Service Act (50 U.S. Code, Appendix 451, et seq. and the amendments thereto). Also, a male person may not receive a loan, grant, scholarship or other financial assistance for postsecondary higher education funded by state revenue, including federal funds or gifts and grants accepted by this State, or receive a student loan guaranteed by the State unless he is in compliance with the Military Selective Service Act. Selective Service Act registration information should be available at all U.S. Postal Service facilities and may be available at some high schools. The Selective Service System also provides information through a web site at http://www.sss.gov.

Introduction

The College

Fairmont State College and Fairmont State Community & Technical College together form the largest of the West Virginia State Colleges - largest in number of total full-time enrollment and largest in number of annual graduates. Headcount enrollment has increased by 25 percent in the last 15 years. One-third of the College's student body is nontraditional-students 25 years of age or older who have never attended college before or who have returned for additional courses after years of career experience.

In 1993 the College dedicated a new Education, Home Economics, and Health Careers building located on the main campus and the Robert C. Byrd National Aerospace Education Center in Bridgeport, a 40,000 square foot structure designed to provide programs essential to the aviation industry. In the fall of 1999, the College opened its new Gaston Caperton Center in downtown Clarksburg, a 36,000 square foot facility with classrooms, natural science laboratories, computer labs, conferencing areas, and a multipurpose room. In addition, the College opened a 7,000 square foot facility at the I-79 Technology Park, which houses computer labs and training facilities to accommodate regional workforce development needs in information technology and other areas.

The College has made a significant investment to upgrade and maintain its technology equipment, software, and infrastructure. Campus buildings are interconnected by fiber optic cabling with Internet access available in all classrooms, offices, labs, and residence halls. Also, a wide area network connects the Gaston Caperton Center, the Robert C. Byrd National Aerospace Education Center, and the I-79 Technology Park facility with the main campus.

In addition to emphasis on modern facilities, Fairmont State College preserved and honored their traditions. A one-room school museum on the campus recalls the days when the College served as a private teacher training school which began in 1865. It became a state-supported normal school in 1867; seventy-six years later, in 1943, it was authorized to offer bachelor of arts and bachelor of science degrees.

Academic excellence and personal growth and fulfillment, the principal purposes of the Colleges, are complemented by active fine arts, publications and sports programs. Year-round contemporary film, lecture and music series are important parts of the social and cultural calendar.

The College's 90-acre campus with its twelve major buildings is attractively located on a hill overlooking Locust Avenue, Route 19, in Fairmont, West Virginia. Approximately ninety miles south of Pittsburgh on Interstate 79, Fairmont, with a population of about 20,000, is the county seat of Marion County.

Fairmont State Community and Technical College

In the fall of 1974, Fairmont State was on the threshold of an exciting new venture with the creation of the Community College as a unit of the parent institution. Having a community college on the campus of an established four-year institution has proved to be mutually reinforcing and supportive and has broadened the educational opportunities available to students.

Seen in historical perspective, the community college concept is an extension and the logical conclusion of the College's traditional goals, which include broadening the base of participation in a democracy of intellect and giving everyone access to post-secondary education. This concept makes it possible for students to fulfill their potential, achieve their aspirations, and advance their education to the limits of their ability.

Fairmont State Community and Technical College, a comprehensive community college, provides academic, technical/occupational, and general education programs of two years duration,

one-year certificates, learning skills courses, continuing education courses, community service programs, and workforce development and training. The result has been a sharp increase in the number of nontraditional students who have returned to formal education for reasons of job obsolescence, to start new careers, or wishing to achieve upward social mobility along a career ladder. The Community and Technical College takes pride in the diversity of its programs and its commitment to making learning a lifelong process for all age groups on a full-time and part-time student basis.

The college parallel or transfer program is composed of the first two years of a traditional liberal arts baccalaureate college education. Associate degree credit may be applied without loss of credit to a four-year baccalaureate degree program. Community college courses are full-fledged college level credit and therefore transferable to baccalaureate level programs. The quality of instruction is identical for two-year and four-year degrees and many two-year programs articulate directly into a corresponding baccalaureate program.

Students enrolled in Fairmont State Community and Technical College maintain all rights, privileges, responsibilities, and the same use of campus facilities and social and academic resources as those enrolled in four-year degree programs.

Fairmont State Community and Technical College provides services to the counties of Barbour, Doddridge, Harrison, Marion, Monongalia, Preston, Randolph, and Taylor. It also coordinates a District Consortium for North Central West Virginia, designed to meet the needs of its citizens, business and industry by providing a well-trained and educated workforce. It works to match labor market information with academic programs, clarifies and coordinates the common ground between secondary and post-secondary education, and establishes one-stop clearing centers for information, career training and employment.

Mission Statement

The mission of Fairmont State Community and Technical College is to enhance the quality of life for people of north-central West Virginia through accessible, affordable, comprehensive, responsive, workforce-related training, and quality higher education opportunities.

To fulfill this mission, Fairmont State Community and Technical College will:

- Provide a comprehensive selection of career/technical educational opportunities at the certificate and associate degree levels developed through interaction with employers, employees, and college personnel
- Offer transfer education opportunities enabling students to acquire an affordable general education background before matriculating to the college or university of choice
- Provide opportunities for seamless transition from certificates to associate and baccalaureate degrees

- Make available developmental educational opportunities to students who need assistance in improving academic skills to be successful in higher education
- Develop and deliver continuing and community educational opportunities throughout north-central West Virginia such as lifelong learning opportunities, occupational re-certification programs, and higher education opportunities for students enrolled in secondary schools
- Provide workforce training and economic development activities for the citizens of north-central West Virginia based on needs of the community and region
- Focus on development of cognitive, affective, and psychomotor skills to foster individual growth, career development, responsible citizenship, and commitment to lifelong learning

The College concentrates its energies and resources on its students, many of whom are the first generation of their families to attend college, adults, returning to college or enrolling in higher education for the first time, and transfer students from community and technical colleges. The College, therefore, offers its diverse student body a wide range of programs, flexible scheduling, and support services, all designed to foster success in the modern world. To strengthen intellectual development, all students pursuing a degree at Fairmont State Community & Technical College are engaged in a general education program, a body of course work designed to expand their knowledge of civilization, society, scientific inquiry, and artistic expression while preparing them to think interrelationships among disciplines and prepare for a lifetime of learning.

The College is committed to student learning and focuses its resources on programs that prepare students for careers and advanced education in West Virginia and beyond. Fairmont State Community & Technical College provides a broad spectrum of degree options in business and offers programs with specialized accreditation in engineering technology and health careers. As a multipurpose institutions, Fairmont State Community & Technical College provides seamless transitions from public schools or certificate programs or associate degrees to baccalaureate degrees.

Fairmont State Community & Technical College is closely identified with its community. Partnership with business and industry, public schools, government agencies and other organizations contribute to the economic programs, the College fosters enlightened and productive citizenship in its immediate location, the region and the world.

Philosophy and Objectives

Fairmont State Community & Technical College, an undergraduate institution operating under the authority of the Fairmont State Board of Governors, is governed by its president with the aid and advice of its Board of Governors, administrators, Faculty Assembly, and Student Government.

The College offers programs of career-technical education and grants a one-year certificate and the degrees of Associate in Arts, Associate in Science, or Associate in Applied Science after two years of study.

Fairmont State Community & Technical College considers that its broad objective is to educate its students as intelligent and productive persons, capable of participating in and understanding the world of the twenty-first century. Accordingly, the College seeks to provide a suitable environment for free and responsible inquiry into the nature, sources and implications of human knowledge and culture; and it challenges students to promote their own intellectual, social and personal development.

The College faculty serves this objective by guiding students in acquiring knowledge and by maintaining a dialogue with them. The College fully supports the ideal of a well- educated society and upholds the academic freedom of its faculty and students, confident that the best interests of the community are served when the search for truth is imaginative and vigorous.

The College follows a liberal policy of student admissions and believes that it can help highly-motivated students to overcome many deficiencies in their academic preparation. Because academic standards are high, the Fairmont State Community & Technical College degree represents a level of achievement respected throughout the nation.

Drawing many students from its immediate vicinity, the College welcomes the enthusiastic support it receives from Fairmont and surrounding areas. In return it participates actively in community projects, shares its programs and facilities with the public and serves the community as a center of information and culture.

Specifically, the mission of Fairmont State Community & Technical College is to provide programs needed by those in its geographic service area to the extent permitted by its financial and human resources and its assigned role in the State's system of public higher education. This mission is accomplished by meeting these objectives:

- Providing, through an administratively-linked Community and Technical College, a variety of vocational/occupational programs of two years duration or less.
- Providing opportunities for occupationally oriented study through expansion of existing industrial technology programs and the development of additional career-related curricula.
- Bringing selected college study opportunities into communities in the College's service region through the use of the mass media, regional educational centers, external degree programs and other forms of nontraditional study.
- Encouraging a broad segment of the populace, including various age groups and the economically deprived, to avail themselves of educational opportunities.
- Serving the greatest number of students by holding College costs at the lowest possible level and providing financial support to those who need it to gain equal access to higher education.
- Relating the breadth of the curriculum to the availability of appropriate employment opportunities and the needs of business, industrial and public service agencies in the College's service area.
- Offering continuing education programs to provide career updating, cultural enrichment and personal skill development.
- Providing advisory, counseling and placement services to enable students to make satisfactory decisions about academic and personal problems and to make successful career and employment choices.
- Offering a variety of cultural, recreational, and social activities to complement academic pursuits.

Accreditation

Of great importance to the reputation of a college is how it ranks scholastically with other colleges. Accreditation means that a college has been carefully evaluated and approved in its governance, in each curriculum, in the quality of its faculty, in the adequacy of facilities, library, equipment, and laboratories.

To assure its stature and academic excellence, a college obtains accreditation from both regional and national agencies and joins certain accrediting organizations.

Fairmont State Community & Technical College is accredited by the Fairmont State Board of Governors and is a member of the

North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504, (800) 621-7440.

Selected programs of Technology are accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, (410) 347-7700. The following programs are currently accredited by TAC of ABET: A.S. Civil, A.A.S. Drafting/Design, A.S. Electronics, and A.S. Mechanical Engineering Technology. The A.A.S. degree in Aviation Maintenance Technology is approved by the Federal Aviation Administration and meets 15 requirements of Federal Aviation Regulation 147.

Health Career programs are accredited by their respective accrediting agencies. The Medical Laboratory Technology program is accredited by the National Accreditation Agency for Clinical Laboratory Sciences; the Health Information Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs; the A.S. Nursing program is accredited by the West Virginia Board of Examiners for Registered Professional Nurses and the National League for Nursing, the Veterinary Technology program is accredited by the Veterinary Medical Association; and the Physical Therapist Assistant program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association.

The College is also a member of the American Association of State Colleges and Universities, American Council on Education, National League for Nursing, American Library Association, West Virginia Library Association, West Virginia Press Association, and American Association of Community Colleges.

Admission

Open Admissions Philosophy

Fairmont's Community and Technical College operates an "open door" admission policy. Admission is open to anyone with a high school diploma or GED or ACT/SAT score or Compass test score. Even without a high school diploma, individuals may enroll in many of the Community and Technical College's continuing education courses, as a special student. This "open door," however, does not guarantee an education to everyone, but it does make it possible for everyone to enter the College and to have the opportunity to pursue programs in higher education to the limit of their ability and particular potential.

Eligibility to enroll in the Community and Technical College does not necessarily imply eligibility to enter all its degree programs, several of which may be competitive and limited in the number of students admitted.

Since the Health Career fields are selective programs with limited enrollment, applicants should complete the ACT or SAT early and have their high school transcripts forwarded early in the fall. To insure consideration, students are required to make early application with test scores and transcripts. Students applying for scholarships should have the transcripts forwarded at the conclusion of the first semester of the senior year.

A minimum of 2.0 (C) grade average for all courses attempted and for all courses in the area of specialization is required for graduation with an associate degree or a one year certificate. Students also must have completed at least 15 credit hours at Fairmont State College of the total hours required in an associate degree or 8 credit hours of the total at Fairmont State College required in a certificate program.

General Admission Procedure

Students seeking admission to Fairmont State Community & Technical College must file an application for admission. Applications and supporting credentials must be on file at least two weeks prior to the opening of a semester or term. All credentials submitted in support of an application for admission become the property of the College and will not be returned to the student. Any student admitted upon the basis of false credentials will be subject to immediate dismissal from college. Any student admitted without complete credentials will not be permitted to preregister or register for the next term if the credential file is not completed during the initial enrollment period.

Students who fail to register during the semester or term for which they have been admitted must file another application in order to gain admission at a later date. Admission does not guarantee housing. Separate applications for space in residence halls must be submitted to the Office of Residence Life.

Any change in local address of any student at Fairmont State Community & Technical College must be reported to the Registrar.

Degree-Seeking Admissions Requirements

First-Time Freshman:

1. Application for Admission

2. High School Transcript (Partial or Complete)

   GED (for home schooled students or for students who don't have a high school diploma). Students who do not have a high school diploma or a GED are admissible if testing shows that they have an ability to benefit.

   Placement Tests will be administered to all students by the college (Students who have completed the ACT with an English sub-test score of 18 or higher and a Math sub-test score of 19 or higher will not be required to take placement exams. Students who have SAT scores of 450 or higher in English and 460 or higher in Math will not be required to take placement exams.)

3. ACT/SAT Tests with specific scores may be required to certain programs; please refer to the catalog for details

4. Immunization Records (if born after January 1, 1957)

5. Statement of Activities (for students out of high school six months or longer)

Transfers

1. Application for Admission

2. College Transcripts (from an accredited institution(s); if there are fewer than 15 earned credit hours, a high school transcript or GED and ACT, SAT, COMPASS, or other approved institutional test scores are also required. ACT/SAT with specific scores may be the required test for specific programs; please refer to the catalog for details.)

Probation
Students who are on probation from another institution or FSC with lower than a 2.0 GPA must submit a high school transcript or a GED and will be admitted on probation (without financial aid.)

Suspension
FSC&TC will evaluate on a case by case basis petitions from the students who apply for admission while on academic suspension from another institution or from FSC. In general only students wishing to do remedial work will be granted admission prior to the suspension being removed.

Non-Degree Seeking Admission Requirements

(High School students, post graduates, special student and transient students)

1. Application for Admission

2. Letter of Certification (only for high school students-principal granting permission for students to take class, and for transient students-home institutions granting permission to take transferable class(es).

(After completion of 12 credit hours, students wishing to seek a degree may need to submit additional credentials and/or be tested for placement.)

Admission Requirements

The application for admission must specify the degree or program objective. Admission is granted to Fairmont State College for bachelor degree programs and to Fairmont State Community and Technical College for associate degree and certificate programs.

Admission to Fairmont State Community & Technical College does not guarantee admission to specific programs. Admission to specific programs may be restricted due to limitations of staff, physical facilities, and space available for practical experience training. The standards and procedures for admission to limited enrollment programs are presented later in this section.

Required Forms and Credentials

All students applying for admission to Fairmont State Community & Technical College degree programs are required to complete and submit the following forms and credentials:

1. Regular student application form
2. Housing and financial aid request forms if applicable
3. Official high school transcript (except transfer students having more than 30 hours and a 2.0 average)
4. Official college transcripts
5. Official ACT or SAT scores
6. GED scores where applicable
7. A statement of activities of educational and work experience if the student has been out of high school for more than a year.

Special student admission requires only marking the special student portion of the regular Application for Admission.

The American College Test/ Scholastic Aptitude Test

Fairmont State Community & Technical College requires the American College Test (ACT) or Scholastic Aptitude Test (SAT) of all degree objective and certificate applicants for admissions with exception of students who have been out of high school for five years or longer. All students are encouraged to take the ACT for scores on the test are used in placing students in English and Mathematics, for scholarships and loans, and in the academic counseling program. High school students are urged to take the test during their senior year. Financial aid applicants should take the test either during the summer prior to the beginning of the senior year, or on the October or December dates.

Immunization Requirement

All students of the State System of Higher Education under the jurisdiction of the State College System Board of Directors who were born after January 1, 1957, are required to provide proof of immunity to measles and rubella. Students are requested to provide proof of immunity on or before the date of enrollment.

Associate Degree and Certificate Programs

Admission to associate degree and certificate programs is open to anyone with a high school diploma or a GED on an ACT/SAT score or a Compass test score.

Students in associate degree or certificate programs who have a 2.25 high school grade average (GPA) or at least a composite score of 19 on the Enhanced American College Test (ACT) or 910 on the Scholastic Aptitude Test (SAT) and have completed the minimum high school unit requirements listed above may transfer to a four-year bachelor degree program at any time.

Students in associate degree or certificate programs who have not completed the minimum high school unit requirements listed above, but are otherwise qualified for admission to bachelor degree programs, may transfer to a four-year program upon fulfilling the minimum high school unit requirements by successfully completing approved college equivalencies. Students in this category who qualify for transfer to a bachelor degree program are required to make formal application for transfer. The application for transfer must be submitted to and approved by the Office of Admissions.

The recommended "college equivalency" courses, to be completed with a grade of "C" or better, are:

Math Deficiency:	Math 102 or 107 or 110 or 111.
Science Deficiency:	Biology 101 or Chemistry 101 or Geology 101 or Physics 101
English Deficiency:	English 104
Social Science Deficiency:	Any 3 hour course from the listing of History and Social Science General Studies Requirements

The above requirements apply to entering students, including GED, and transfer students with fewer than 30 hours. The unit requirements do not apply to students who graduated from high school prior to 1990.

Students in associate degree or certificate programs who do not meet the requirements of a high school grade point average of 2.25 or the Enhanced American College Test (ACT) composite score of 19 or 910 on the Scholastic Aptitude Test (SAT) may qualify for transfer to a bachelor degree program upon completion of 30 semester hours that count towards graduation, 15 of which must be in general studies, with a 2.0 college grade point average. Any deficiency in the minimum high school unit requirements listed above must be removed before applying for transfer. Students in this category who qualify for transfer to a bachelor degree program are required to make formal application for transfer. If applicable, the letter of application must list those college courses that have been completed to fulfill the unit requirements. Further, this application for transfer must be submitted to and approved by the Admissions Office.

Admission as Special Students (Nonmatriculant)

Admission to Fairmont State Community & Technical College as a special or nonmatriculant student is open to anyone who has completed fewer than 15 semester hours cumulative at any college or university. The special or nonmatriculant student must be a high school graduate or a GED recipient. Admission as a special or nonmatriculant student is intended for students registering for

occasional college courses with no degree objective. Students admitted as special or nonmatriculant students may complete up to a cumulative total of 15 hours of college credit. A student who has completed 15 hours of regular college credit is required to apply for admission to Fairmont State Community & Technical College for further study and meet all the requirements for admission for a specific degree or certificate objective.

Transient students from other colleges and universities will be admitted as special or nonmatriculant students upon receipt of written approval from the Dean or Registrar of their parent institution provided they have a minimum GPA of 2.0 or better.

Students who have completed a Baccalaureate Degree from any college or university will be admitted as special or nonmatriculant students upon receipt of written certification of degree from the granting institution.

High School Students

Outstanding high school students may be admitted as special students only, either in the summer following completion of the junior year in high school or during the senior year in high school. No more than 15 hours may be earned before admission as a regular student. In addition a student must meet the following criteria:

1. Complete the junior year of the high school curriculum.
2. Maintain a minimum 3.00 high school grade point average.
3. Recommendation by the high school principal.
4. File an application for admission.
5. Pay regular college fees.

Special Admission for High School Nongraduates

Students who are not high school graduates may be admitted to Fairmont State Community & Technical College by passing the General Educational Development (GED) Tests. They must be veterans, or persons over 19 years of age, or persons past the age they would have been had they remained in high school until they graduated. Such persons must have been out of school more than one year preceding application for admission. GED results must be sent directly to the Executive Director of Enrollment Services from the testing center. GED students who desire admission to a bachelor's degree program must meet the 1990 minimum high school unit requirements.

International Students

The application deadline for the fall semester is June 1, spring semester, October 1; and summer semesters, March 1. Admission application forms and credentials include:

a) an application for admission form;
b) a minimum TOEFL (Test of English as a Foreign Language) score of 500;
c) officially certified credentials, TOEFL scores, health certificate, and proof of financial support, submitted at least three months before the semester begins;
d) housing and financial aid request form, if applicable;
e) officially certified English translation of high school transcript;
f) official college transcript, if applicable;
g) ACT (American College Test) or SAT (Scholastic Aptitude Test) scores, if available;
h) health certificate;
i) proof of financial support; and
j) a brief résumé of educational and work experience if the student has been out of high school or college for more than a year.

English as a Second Language

ESL (English as a Second Language) courses are available for international students with limited English proficiency. The program focuses on developing skills in written and spoken English. Courses offered include Reading, Writing, Grammar and Speaking/Listening Comprehension. The ESL Program also assists students in preparation for the TOEFL (Test of English as a Foreign Language). A minimum score of 500 on TOEFL is required for admission into regular college courses.

Transfer Students

Any applicant for admission to Fairmont State Community & Technical College who has attended another institution of collegiate rank will be classified as a transfer student. The College does not, under any conditions, disregard college level work earned elsewhere. Credit earned at other accredited colleges and universities will be allowed toward a degree if applicable. Transfer students must meet the admission requirements of Fairmont State Community & Technical College. They must provide evidence of good standing at the institution last attended, and must have maintained a 2.0 or better average on all college work previously attempted.

Credits and grades earned at any public institution governed by the State College System shall be transferable to Fairmont State Community & Technical College and will be counted for purposes of graduation, grade average, and honors. The transfer students from within the State system shall be treated the same for this purpose as generic students.

Students transferring fewer than 30 hours must provide an official copy of the high school transcript and ACT or SAT scores, along with the official college transcript. These students must also meet admission requirements of the program into which they are transferring.

Transferring Core Coursework

According to System Procedure No. 31 of the State College System, students who transfer from one state college or university to another may transfer core coursework that will count toward fulfillment of general studies requirements at the receiving institutions.

Under the terms of the agreement, a student may transfer up to thirty-two credit hours of undergraduate coursework in the areas of English composition, communications and literature, mathematics, natural science, and social science as general studies credits. Copies of the agreement are available in the Office of the Registrar.

Credit From a Junior or Another Community College

The maximum credit accepted from a Junior or Community College accredited by the North Central Association of Colleges and Schools or other regional accrediting association will not exceed 72 semester hours.

Admission Policy for Limited Enrollment Programs In Nursing and Allied Health

Applications for admission to programs in health careers the following school year are listed below. (Nursing applications are accepted through December.) The application, high school transcript or GED scores, ACT or SAT scores, college transcript (if applicable) and other pertinent information to assure complete consideration should be on file by the deadline.

The credentials are organized by the Office of Admissions and are submitted to the appropriate selection committee for consideration. Any application received after that date will be considered only on a space-available basis. All applicants are notified by letter concerning their admission status.

Selection criteria are based primarily on academic background with some flexibility concerning life experience and training. Strong math and science background is highly recommended. Consideration will be given to students who have successfully completed college course work. Students with a college cumulative grade point average of less than 2.0 must remedy this situation before they can be eligible for admission to the programs. Students who have completed a GED must show evidence of successful completion of required prerequisite courses and submit ACT or SAT scores. Effective July 1, 2002 HIT is accepting ACT or SAT or placement testing.

Application Deadlines:

Associate Degree Nursing	December 31
Medical Laboratory Technology	January 31
Health Information Technology	March 1
Physical Therapist Assistant	March 1
Veterinary Technology	March 1
Emergency Medical Services	March 1

All documents must be on file by the deadline to assure complete consideration.

The credentials are organized by the Office of Admissions and submitted to the appropriate selection committee for consideration. Decisions are normally made by March 31. All applicants are notified by letter concerning their admission status.

Selection criteria are based primarily on academic background with some flexibility concerning life experience and training. A strong math and science background is highly recommended. However, all applications of persons interested in the specific programs will be given every consideration in the selection process. Consideration will be given to students who have successfully completed college course work.

Students applying for Health Career programs who received a GED must provide ACT or SAT scores.

Nursing applicants must submit evidence of completion of high school or college chemistry, biology and algebra. Students seeking admission to the Medical Laboratory Technology program who have not had high school chemistry are required to take a basic introductory class in college chemistry.

Students should check with the coordinators of the programs for other specific requirements.

Continuing Education Units

Various activities of community interest are provided by the College with recognition as Continuing Education Units (CEU). Permanent records of CEU completions are kept in the Registrar's Office. CEU credit is not accepted toward completion of degree requirements.

Advanced Placement

Advanced placement and/or credit will be granted to entering freshmen who have qualified on the basis of the tests of the Advanced Placement Program of the College Entrance Examination Board. Scores of three, four, or five are required.

Physical Examination

Physical examinations are not required for admission to Fairmont State Community & Technical College, but all Health Careers students must have a physical examination prior to entering any Health Careers program; forms should be submitted to Program Coordinators. All Early Childhood students must have a physical examination prior to entering the program; documentation of examination should be submitted to the Early Childhood Program Coordinator.

Preregistration

All freshmen and transfer students who apply for admission may preregister during the summer preceding fall enrollment.

Registration

Each incoming freshman and transfer student must file an official transcript with the Director of Admissions at least two weeks prior to registration day.

At the beginning of each semester or term, all students are expected to complete registration on the days designated for this purpose. While all students are expected to register on time, late registration periods are permitted with prescribed limits as set forth in the schedule. Late registration fees are assessed in accordance with the fee schedule cited under Special Fees.

Admission to College Level English and Math Courses

As a result of freshman assessment and placement standards adopted by the State College System Board of Directors, the following requirements must be satisfied before enrolling in college level mathematics and English courses.

English

Students may not enroll in English 104 unless the minimum score prescribed below is earned on at least one of the following tests:

a. A score of 18 or above on the English section of the ACT.
b. A score of 450 or above on the verbal portion of the SAT-1.
c. A scaled score of 38 on the writing skills test of the ASSET.
d. A score of 71 or above on the writing skills test of the COMPASS.
e. A scaled score of 88 on the Sentence Skills test of the College Board's ACCUPLACER Testing System.
f. Satisfactory performance on a writing sample administered by each institution.

Students not meeting the above standards must successfully complete English 097.

Mathematics

Students may not enroll in a mathematics course unless the minimum score prescribed below is earned on at least one of the following tests:

a. A score of 19 or above on the mathematics section of the ACT.
b. A score of 460 or above on the quantitative portion of the SAT.
c. A scaled score of 40 on the numerical test and 38 on the elementary algebra test of the ASSET.
d. A scaled score of 59 on the pre-algebra test and a scaled score of 36 on the algebra test of the COMPASS.
e. A scaled score of 85 on the arithmetic test and 84 on the elementary algebra test of the College Board's ACCUPLACER Testing System.

Students not meeting the above standard must successfully complete Math 095.

Auditing Courses

Students may be permitted to attend classes as auditors if they obtain written permission from their advisor and instructors in the classes they want to audit. No student who enrolls in any class as an auditor may, in the same semester, be considered as enrolled in the class for the purpose of obtaining credit.

Auditors are required to complete the regular registration forms and pay regular fees.

Special Examinations for Course Credit

Students may earn course credit by special examination. To apply for permission for such an examination, applicants must be enrolled in the College or must have completed one semester or summer session in Fairmont State Community & Technical College. Applicants must first schedule an interview with the program coordinator, who will evaluate the student's background, experience, and qualifications to establish eligibility and give permission to take the examination. In order to gain college credit by special examination, students must demonstrate better than average proficiency on the examination, as determined by the examiner. Examinations will not be given for college courses in which students have previously received a grade other than "W" or "WP."

Applicants must pay a fee of $22.00 per semester credit hour for each special examination. A receipt for the payment of the fee must be obtained from the Business Office. No money will be refunded if any examination is failed. No examination may be repeated.

College Level Examination Program (CLEP)

The College offers opportunities for earning course credit by examination through the College Level Examination Program. General examinations are offered in five basic areas: English Composition, Humanities, Mathematics, Natural Sciences, and Social Sciences-History. In addition, subject examinations are given in many specific fields of study. CLEP examinations are open to all, whether enrolled at Fairmont State or not. Information about course credits, examinations available, cost of examinations, and procedures for applying for examinations is available in the Student Affairs Office.

Articulation Policy

Articulation between Fairmont State Community & Technical College and regional high schools and vocational-technical centers permits students to receive college credit for certain course competencies and Tech Prep programs of study completed at the secondary level. Students are permitted to enter college at their level of competency and avoid duplication of course work. Students should contact the Office of the Community and Technology College or their vocational- technical center for specific information concerning the articulation process.

Academic Credit for Military Service

Students who have completed basic training in military service may be granted a maximum of four semester hours credit, which may be used to satisfy General Studies physical education and/or elective requirements. It is the student's responsibility to request this credit and to verify this military experience to the Registrar.

Advanced Standing

Based on the high school record and performance on the ACT or SAT, the Registrar will determine eligibility for advanced standing and credit in English and foreign language as follows:

English-Students may receive three hours of college credit in English 104 and may enroll in English 108 if they present four units of high school English with no semester grade of less than a "B" and a standard score of 25 or higher on the English section of the Enhanced ACT or 610 on the English part of the recentered SAT.

Foreign Language-Students who present one or more units of high school French or Spanish may enroll in French 102 or Spanish 102. Students who present two or more units of high school French or Spanish may enroll in French 201 or Spanish 201.

French or Spanish minor and French major-Students electing a minor in French or Spanish or a major in French may satisfy the elementary level requirement, French 101 and 102, or Spanish 101 and 102, by presenting two or more units of high school French or Spanish. These hours will not be recorded as college credit but will fulfill the requirement for the first six hours of the major or minor.

The Summer Session

Fairmont State Community & Technical College offers two terms of five-week summer sessions. The requirements for admission and the character of the work offered are the same for the summer session as for the regular year.

All activities and facilities of the campus are available to students during the summer session. The student body is organized under its own leadership at the beginning of each session. A general program of social, recreational, and dramatic events is scheduled.

Special bulletins for the summer session are prepared for distribution. Those interested in working toward a degree, or in renewal of certificates, or in preprofessional courses, should write for the Summer Bulletin. Address: Registrar, Fairmont State College, Fairmont, West Virginia 26554.

Televised Courses

Each semester, courses by television are offered that will satisfy degree or elective requirements. Student attendance is required at a minimum of five Saturday classes for orientation, review, and midterm and final exams.

Off-Campus Classes

Fairmont State Community & Technical College offers off-campus classes at Vocational Technical Centers and high schools throughout the 9 counties of North Central West Virginia. Coordination between on-campus full-time faculty and adjunct faculty who teach off-campus courses assures the same standards of quality as those offered on campus. All off-campus classes are governed by policies and procedures in effect at Fairmont State College.

Preparatory Art, Music, and Drama Programs

Art, music, and drama classes and private lessons taught by student and professional instructors are available to community, college, secondary and elementary students for an additional fee. Information may be obtained by contacting the School of Fine Arts office. College credit is not awarded for these courses.

Expenses and Financial Aid

Resident Classifications

General

Students enrolling in a West Virginia public institution of higher education shall be classified as resident or nonresident for admission, tuition and fee purposes by the institutional officer designated by the President. The decision shall be based upon information furnished by the student and all other relevant information. The designated officer is authorized to require such written documents, affidavits, verifications, or other evidence as are deemed necessary to establish the domicile of a student. The burden of establishing residency for tuition and fee purposes is upon the student.

If there is a question as to residence, the matter must be brought to the attention of the designated officer and acted upon at least two weeks prior to registration and payment of tuition and fees. Students found to have made false or misleading statements concerning their residence shall be subject to disciplinary action and will be charged the nonresidents fees for each session therefore attended.

Residence Determined by Domicile

Domicile within the State means adoption of the State as a fixed permanent home and involves personal presence within the State with no intent on the part of the person to return to another state or country. West Virginia domicile may be established upon the completion of at least twelve months of continued residence within the State prior to the date of registration, provided that such twelve months residence is not primarily for the purpose of attendance at any institution of learning in West Virginia.

Establishment of West Virginia domicile with less than twelve months residence prior to the date of resignation must be supported by proof of positive and unequivocal action, such as, but not limited to, the purchase of a West Virginia home, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering to vote in West Virginia and the actual exercise of such right, registering of motor vehicles in West Virginia, and possessing a valid West Virginia driver's license. Additional items of lesser importance include transferring or establishing local church membership, involvement in local community activities, affiliation with local social, civic, fraternal or service organizations, and various other acts which may give evidence of intent to remain indefinitely within the State. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established.

Minors

Minors are defined by the West Virginia Code §2-2-10 as persons under eighteen years of age. The residence of minors shall follow that of the parents at all times, except in extremely rare cases where emancipation can be proved beyond question. The residence of the father, or the residence of the mother if the father is deceased, is the residence of unmarried and unemancipated minors. If the father and the mother have separate places of residences, minors take the residence of the parent with whom they live or to whom they have been assigned by court order. The parents of minors will be considered residents of West Virginia if their domicile is within the State.

Minor students who are properly admitted to an institution as resident students shall retain that classification as long as they enroll each successive semester.

Emancipated Minors

Emancipated minors may be considered as adults in determining residence, provided satisfactory evidence is presented that neither of their parents, if living, contribute to their support nor claim them as dependents for federal or State income tax purposes.

In the event that the fact of emancipation is established, emancipated minors assume all of the responsibilities of adults to establish residence for tuition and fee purposes. Proof must be provided that emancipation was not achieved principally for the purpose of establishing residence for attendance at an institution of higher education.

Students Eighteen Years of Age or Over

Students eighteen years of age or over may be classified as residents if (1) the parents were domiciled in the State at the time the students reached majority and such students have not acquired a domicile in another state, or (2) while adults, students have established a bona fide domicile in the State of West Virginia. Bona fide domicile in West Virginia means that students must not be in the State primarily to attend an educational institution and they must be in the State for purposes other than to attempt to qualify for resident status.

Nonresident students who reach the age of eighteen years while students at any educational institution in West Virginia do not by virtue of such fact alone attain residence in this state for admission or tuition and fee payment purposes.

Students who are properly classified as residents at the time they reach the age of eighteen shall continue to be classified as residents as long as they enroll each successive semester and do not establish a domicile, or legal residence, in another state.

State Residents Sixty-five Years Of Age Or Older

Residents of West Virginia who are at least sixty-five years of age may attend class for credit or no credit if space is available. Eligibility will be determined based on appropriate documents reflecting age and residency. Participants will be admitted according to the process for "Special Students" outlined in Fairmont State College's admissions policies. Students may register anytime during or after the preregistration period designated for "All Other Students" and through the Regular and Late Registration periods. Appropriate dates and times will be published in the Schedule of Classes for each term. Participants may register for either on or off-campus courses.

Eligible participants may elect one of two options for enrolling at the College. Participants must identify themselves and choose an option at the time of registration. No Credit Option. Eligible participants will be assessed fifty dollars ($50) per course plus applicable fees, i.e., technology, laboratory, parking permits, when appropriate.

Credit Option. Participants electing to earn college credit will be granted a waiver of fifty percent (50%) of the normal tuition and fees for courses. Technology, laboratory, parking and other special fees will be charged at the regular student rate.

Change of Residence

Adult students who have been classified as out-of-state residents and who seek resident status in West Virginia must assume the burden of proving conclusively that they have established domicile in West Virginia with the intention of making their permanent home in this state. The intent to remain indefinitely in West Virginia is evidenced not only by persons' statements but also by their actions. The designated institutional officer in making the determination shall consider such actions as, but not limited to, the purchase of a West Virginia home, full-time employment within the State, paying West Virginia property tax, filing West Virginia income tax returns, registering to vote in West Virginia and the actual exercise of such right, registering of motor vehicles in West Virginia and possessing a valid West Virginia Driver's license. Additional items of lesser importance including transferring or establishing local church membership, involvement in local community activities, affiliation with local social, civic, fraternal or service organizations, and various other acts which may give evidence of intent to remain indefinitely within the State. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established. Factors militating against a change in residence classification may include such considerations as the fact that students are not self-supporting, that they are carried as dependents on their parents' federal or state income tax returns or their parents' health insurance policy, and that they customarily do not remain in the State when school is not in session.

Military

Individuals who are on active military service or employees of the federal government may be classified as residents for the purpose of payment of tuition and fees provided that they established a domicile in West Virginia prior to entrance into federal service, entered the federal service from West Virginia, and have at no time while in federal service claimed, or established a domicile in another state. Sworn statements attesting to these conditions may be required. The spouse and dependent children of such individuals shall also be classified as residents of the State of West Virginia for tuition and fee purposes. Persons assigned to full-time active military service and residing in West Virginia may be classified as in-state residents for tuition and fee purposes.

Aliens

Aliens in the United States on a resident visa, or those who have filed a petition for naturalization in the naturalization court and who have established a bona fide domicile in West Virginia, may be eligible for resident classification provided they are in the State for purposes other than to attempt to qualify for residency status as students.

Former Domicile

A person who was formerly domiciled in the State of West Virginia and who would have been eligible for an instate residency classification at the time of his/her departure from the state may be immediately eligible for classification as a West Virginia resident provided such person returns to West Virginia within a one year period of time and satisfies the conditions of Section 2 regarding proof of domicile and intent to remain permanently in West Virginia.

Appeal Process

The decisions of the designated institutional officer charged with the determination of residence classification may be appealed to the President of the institution. The President may establish such committees and procedures as determined necessary for the processing of appeals.

Payment of Tuition and Fees

The West Virginia law provides that: "No financial credit of any type shall be extended to any individual, either student or other, at any State College or Institution. All Colleges and Universities in the State Higher Education System shall operate strictly on a cash basis with all payments and obligations being collected in advance." The State Codes (laws) of West Virginia now permit the Colleges and Universities to enter into a deferred payment contract with its otherwise qualifying students for tuition only. Under this plan the student is required to pay a minimum of 60 percent during the registration period with the remaining 40 percent being due and payable before the end of the sixth week. There is a service charge equivalent to 18 percent APR on the unpaid balance. Ten days after the due date a late payment is charged in the amount of 5 percent or $5.00 whichever is less, plus a hold is placed on all records for non-compliance. The student will not have completed the registration process until all fees, plus interest and/or any penalties have been paid in full. Fees can be paid with Visa/Mastercard and Am. Express.

Registration is not completed until a check covering payment of tuition, residence hall rent, board, and fees has cleared the bank upon which it was drawn. A late payment charge of $15 will be assessed after registration day; a $10 charge will be assessed on each check returned for "insufficient funds" unless the student can obtain an admission of error on the part of the bank. The Business Office shall declare the fees unpaid and registration canceled until the check has been redeemed and the additional charge paid. Student records will not be released by the Registrar's Office for any student who has a delinquent financial obligation to the College.

All outstanding amounts resulting from nonpayment of tuition and fees are the responsibility of the student. Withdrawal from college, officially or unofficially, will not cancel any financial obligation already incurred. Additionally, failure to pay all financial obligations may result in debts being turned over to a collection agency. Collection costs, including attorney fees and other charges necessary for the collection of any amount due, will be added to the student's account balance.

Two-Year Community College Tuition & Fees
Enrollment Fees Per Semester
On and Off Campus

	WV Resident	Non-Resident
12 hours or more, full-time students	$1,254.00	$2,952.00
11 hours	1,149.00	2,700.00
10 hours	1,044.00	2,454.00
9 hours	939.00	2,208.00
8 hours	834.00	1,962.00
7 hours	729.00	1,716.00
6 hours	624.00	1,470.00
5 hours	520.00	1,225.00
4 hours	416.00	980.00
3 hours	312.00	735.00
2 hours	208.00	490.00
1 hour	104.00	245.00

New Student Orientation Fee (Non-Refundable Fee) $75.00
Pre-Registration Fee (Non-Refundable Fee) ..... $ 4.00
Late Registration (Non-Refundable Fee) $25.00
Technology Fee (per credit hour) $10.00
Aviation Course Fee (per credit hour) $50.00
Dormitory Room
Double Occupancy, Morrow $1,075.00
Double Occupancy, Pence and Prichard $1,110.00
19 Meals (7 days per week) $1,284.00
15 Meals (5 days per week) $1,166.00
Damage Deposit $150.00
Computer Connectivity Fee $30.00

All new students must pay a $75.00 New Student Fee-August term only. All new students and transfers-must pay a $4.00 Service Charge to set up a schedule. Students paying on-campus Tuition & Fees are entitled to participate in college activities and attend athletic events.

Cost of Each Summer Session

	WV Resident	Non-Resident
12 hours or more, full-time students	$1,318.00	$3,105.00
11 hours	1,210.00	2,838.00
10 hours	1,100.00	2,580.00
9 hours	990.00	2,322.00
8 hours	880.00	2,064.00
7 hours	770.00	1,806.00
6 hours	660.00	1,548.00
5 hours	550.00	1,290.00
4 hours	440.00	1,032.00
3 hours	330.00	774.00
2 hours	220.00	516.00
1 hour	110.00	258.00

In debts being turned over to the collection agency. Collection costs, including attorney fees and other charges necessary for the collection of any amount due, will be added to the student's account balance.

*All fees subject to change

Refund Policy for Tuition and Fees

A student who withdraws regularly from the college may arrange for a refund of fees, excluding special fees, in accordance with the following schedule. Refunds are determined from the first day of the school term, which begins officially with Orientation Week. The Official withdrawal date is certified by the Registrar.

Students who have paid in advance and cancel schedules prior to registration day will receive full refunds.

Students who pay fees on fall and spring registration days will be allowed to drop classes if doing so will result in a reduction of tuition. Classes may not be added or changed at this time.

Summer registration - Students will be permitted to preregister and pay in advance or to register and pay fees on registration day.

Semester Terms

During first and second weeks
(beginning with Registration Day) 90%
During third and fourth weeks 70%
During fifth and sixth weeks 50%
Beginning with seventh week ..... No Refund

Summer Terms

Registration Day through the first three days of classes 90%
Fourth through sixth day of classes 70%
Seventh through ninth day of classes 50%
Beginning with tenth day of classes ..... No Refund

Residence Hall Expenses Per Semester

Morrow $1,075.00
Pence and Prichard $1,110.00
Computer Connectivity Fee $30.00

Food Service

All residents of Morrow, Prichard, and Pence Halls are required to purchase a meal ticket for use in the College cafeteria or snack bar located in the Student Center. Campus Dining Services offers three meal plans.

A. Falcon 19 Plan
(19 meals 7 days per week) ..... $1,284.00 per semester
B. Falcon 15 Plan
(15 meals 5 days per week) ..... $1,166.00 per semester

Students who do not live on campus may select from the following nonrefundable plans:

Summer School Room and Food Service

5 Day Meal Plan $375.00
Room, Double occupancy for five weeks $280.00
Damage Deposit (Refundable) $50.00

Damage Deposit

This fee, less charge for any damage, is returned at the end of occupancy period. $150.00

Key Deposit

This is returned when the student vacates the residence hall room and returns the key to the Residence Director $2.00

Social Fee

The fee is to be paid when a student moves into a residence hall. It covers the cost of the local newspaper, *TV Guide*, television cable, Christmas party, and various other expenses of the hall $5.00

Payment of Room and Board

Regular term payment of room and board and $150.00 damage deposit must be paid on or before registration day. Summer term payment of room, board, and a damage deposit for a summer term must be paid in full by registration day.

Residence Hall Reservations

Applicants for residence hall reservations must pay a $150.00 deposit at the time the application is filed with the College. (This amount is subject to change at any time.) The deposit will be credited to the applicant's residence hall rent account. All applications must be filed with the Office of Residence Life. Residence halls are filled on a first applied basis.

Notice of cancellation of room reservations must be received by the Residence Life Office by June 1. Otherwise the total

amount of $100.00 will be forfeited. (Exception: Should the applicant be denied admittance to the College, a full refund will be made without regard to dates.)

Fee Payments

Tuition and fees may be paid by cash or check, or by Visa, Mastercard, Discover, or American Express bank cards. Students have the option of paying 60 percent of their tuition and fees by Registration Day and 40 percent plus interest within six weeks. Students receiving financial aid must apply 100 percent of their aid prior to paying 60 percent of the balance due.

Non-Payment of Tuition and Fees

All outstanding balances resulting from non-payment of tuition and fees are the responsibility of the student. Withdrawal from college, officially or unofficially, does not cancel financial obligations already incurred. Additionally, failure to pay all financial obligations may result in the account being sent to a collection agency. Collection costs, including attorney fees and other charges necessary for the collection of any amount due, will be added to the student's account balance.

Financial Assistance

Financial aid in the form of scholarships, grants, loans, and employment is available to students who need assistance in meeting their college expenses. All funds are administered by the Financial Aid Office with approval of the Financial Aid Committee.

Need Based Aid Philosophy Statement

1. Fairmont State Community & Technical College's primary purpose in awarding financial aid is to assist those students who without such aid could not attend.
2. It is the position of the College that parents have the first obligation to provide for the education of their sons or daughters. The second obligation falls upon the students (and their spouses where applicable) to contribute to their own education from personal earnings and assets, including appropriate borrowing against future earnings.
3. Within its available resources, the College attempts to meet the financial needs of its students. A student's financial need is determined by subtracting the parent and/or student's contribution from the total cost of attendance. The total financial aid awarded a student shall not exceed the College budget.

Scholarship Philosophy and Procedure Statement

It is the intent of Fairmont State Community & Technical College, as an institution of higher learning to promote and foster the highest degree of scholarship from its students. The College actively recruits students who have excellent academic records and recognizes and rewards those who continue to excel.

The objective of the College's scholarship program is to foster the recruitment and retention of a diverse student body with special talents. To accomplish this objective a variety of merit scholarships are developed with special criteria (ex.: Falcon Scholarships, Academic Discipline-Specific Scholarships, International Student Scholarships, Athletic Scholarships, etc.)

The College is ultimately responsible for final approval of scholarship programs and related policies and procedures. Further, various offices or committees are responsible for segments of the scholarship programs. The Fairmont State College Foundation, Inc., through the auspices of the Fairmont State College Foundation's Scholarship Committee, collaborates with the Office of Admissions and Financial Aid Office to explore new areas of scholarship development and expansion, and assist those interested in establishing new merit-based scholarships or enhancing currently established scholarship programs for FSC students. New scholarship programs are reviewed for consistency with institutional recruitment and retention goals and the scholarship philosophy statement, and must be reviewed and endorsed by the Faculty Senate Financial Aid Committee and approved by the President.

The College's Financial Aid Office also administers scholarship aid delivery for a wide range of externally-funded and managed merit and need-based scholarships received by Fairmont State Community & Technical College students.

Sources of Financial Aid

The Financial Aid/Scholarship Brochure details all sources of financial aid offered by Fairmont State Community & Technical College and is available on the College's homepage at http://www.fscwv.edu.

Definition of An Academic Year

For Pell Grant and Direct Loan processing, the academic year at Fairmont State Community & Technical College begins with the fall, continues with the spring, and concludes with the summer term.

Procedures for Obtaining Financial Aid

1. Students must complete and submit an application for admission to the Fairmont State College Admissions Office (new students only).
2. For full consideration of aid based on need, students must complete and submit the Free Application for Federal Student Aid (FAFSA) to the federal processing center by March 1. The FAFSA must be submitted annually.
3. For consideration of eligibility for academic scholarships, students must apply for admission to the college prior to March 1 and submit a scholarship application to the Financial Aid Office by March 1.

Satisfactory Academic Progress for Federal Financial Aid

Federal aids affected by the policies below include: Pell Grant, Supplemental Education Opportunity Grant, College Work-Study Program, Perkins Loan, Direct Loan, Parent (PLUS) Loans, and the State Student Incentive Grant Program (West Virginia and other state grants).

I. Students placed on academic probation or admitted on academic probation are not eligible for financial aid. Financial aid may be restored when a student is no longer on academic probation.

II. Students beyond the sophomore year must maintain an overall 2.0 grade point average.

B. **Associate Degree** Full-time students must successfully complete a minimum number of hours each year:

YEAR	NO. OF HOURS
1	18
2	22
3	22

Part time students must successfully complete 75 percent of the credit hours attempted during the academic year.

Candidates for an Associate's Degree who exceed 94 completed credit hours and have not received the Associate's Degree will lose eligibility for further financial assistance.

C. **One Year Certificate** Full-time students must successfully complete a minimum number of hours each year:

YEAR	NO. OF HOURS
1	18
2	22

Part-time students must successfully complete 75 percent of credit hours during the academic year.

Candidates for a Certificate Program who exceed 48 completed credit hours and have not received the Certificate will lose eligibility for further financial assistance.

IV. Students should be aware that a change in degree objective, i.e., Certificate, Associate, and Baccalaureate, can increase or decrease the maximum number of allowable completed credit hours. Completed credit hours will include transfer work and credit hours earned without use of financial aid.

V. Summer School-Summer school consists of two five-week terms and is considered to the end of the preceding academic year. If there is remaining eligibility for financial aid, student may receive assistance for summer school. Enrollment in six hours is considered half-time, nine hours is three quarter time, twelve hours is full-time.

Summer enrollment may affect the future status of aid eligibility in regard to hours completed against overall hours attempted and in regard to grades earned. If a student has lost aid due to unsatisfactory progress, the summer enrollment may be used to help render the student eligible for aid in succeeding semesters. Financial aid is not available in the summer to students who are on academic probation. Hours attempted in the summer terms will be counted toward required progress as defined in III.

VI. Federal Financial Aid recipients must be enrolled in degree granting programs.

VII. The Registrar does not consider an "incomplete" or a "withdrawal" as hours attempted. The Financial Aid Office does consider these two grades as hours attempted since they were utilized to determine a student's semester enrollment and payment status, i.e., full-time or part-time status. In addition, the Financial Aid Office does not consider these two grades or the grade of "F" as successfully completing the course, when hours completed are calculated.

VIII. At the conclusion of any semester in which a student does not fulfill any of the above satisfactory progress requirements (s)he will receive a letter informing her/him that financial aid is being terminated. Eligibility for federal aid shall resume following the semester in which a student does meet all satisfactory progress requirements.

IX. Mitigating Circumstances:

The time frame students have to complete a one, two, or four-year program is considered to be adequate and fair under the progress system. Thus, an appeal for additional time because of changing major or degrees is not likely to be granted, but it may be made to the Financial Aid Committee.

X. Appeals:

Students who fail to meet any of the academic progress requirements may appeal to the Financial Aid Committee for reinstatement of financial aid. The major reason for appeal will be personal illness or the serious illness or death of an immediate family member (mother, father, sister, brother, husband, wife, legal guardian). Students may submit appeals based upon other circumstances, but in all cases they must do so in writing, providing as much documentation as possible. Students have ten (10) working days from the date of written notification to submit their written appeal to the Financial Aid Office. Within a reasonable time frame, the Financial Aid Committee will meet to consider the written appeal and provide a written decision to those who have appealed.

Academic Forgiveness and Financial Aid

Candidates for academic forgiveness may receive financial assistance during the readmission semester. Candidates who are part-time must take a minimum of six credit hours in order to receive aid and must maintain minimum 2.0 GPA for continued aid. If the cumulative GPA during the readmission semester is less than 2.0, there will be no further financial assistance.

Candidates must have a signed, written request on file with the Registrar and with the Director of Financial Aid and Scholarships in order for financial assistance to be released.

Financial Aid Refund/Repayment Policy

Federal regulations require that Fairmont State Community & Technical College recalculate eligibility for financial assistance for students who withdraw, drop out, or are dismissed before completing the enrollment period. This recalculation may result in requiring a student to return financial aid funds to the various federal aid programs.

A student "earns" Title IV federal aid based upon the length of the time the student remains enrolled during the enrollment period. Title IV federal aid includes the Federal Pell Grant, Federal SEOG, Federal Perkins Loan, and William D. Ford Federal Direct Student and PLUS loans. Students enrolled for more that 60 percent of the enrollment period (determined by the number of days completed up to the withdrawal date) are considered to have earned 100 percent of Title IV funds and are not required to return their aid. Students enrolled less than 61 percent of the enrollment period must return the "unearned" portion of Title IV funds to the various aid programs. This return may result in unpaid charges to the College for tuition/fees and room/board. The College will bill the student for any balance due. Students who received aid to assist with related educational expenses may also be required to return a portion of their aid. Students who owe a repayment to any federal financial aid program are no longer eligible for financial aid at any post-secondary institution. Eligibility may be re-established after the repayment is satisfied.

Veterans' Policies

The following policies and procedures will be observed by Fairmont State Community & Technical College for the purpose of determining satisfactory progress for all students receiving veterans benefits, the Veterans Administration will be notified of any veteran who is not maintaining satisfactory progress.

Probation or Suspension

The Veterans Administration will be notified immediately at the end of the semester of a student receiving veterans benefits who is either suspended or placed on academic probation by Fairmont State College. The Office of the Assistant Vice President for Academic Affairs supplies the Veterans Coordinator with a list of students suspended or placed on academic probation. This list will serve as the basis for notification to the Veterans Administration.

Class Attendance

Individual class attendance by all students receiving veterans benefits will be maintained and the Veterans Administration will be notified immediately when a student's absence from class is interfering with satisfactory progress in that class. The following procedure will be used in collecting attendance information:

1. All instructors will be provided with a list of students receiving veterans benefits.
2. The Veterans Coordinator will notify the Veterans Administration immediately that the veteran is not making satisfactory progress in specific classes because of irregular attendance.

If a student receiving veterans benefits withdraws from college or an individual class and the Veterans Coordinator has no prior notice of irregular class attendance, the official withdrawal date on the withdrawal form completed in the Registrar's Office will be assumed as the last date of class attendance.

Final Grade for All Courses Attempted

The final grade policy for all courses attempted applies to all students at Fairmont State Community & Technical College, including those receiving veterans' benefits.

Midterm Review

The Veterans Coordinator will review the midterm grade report for all students receiving veterans benefits and the Veterans Administration will be notified of any irregularities or indication of lack of progress on the midterm grade report.

Summary

As indicated above, students receiving veterans benefits are subject to all institutional policies of grading, attendance, and withdrawal. It is the responsibility of the College Veterans Coordinator to administer the procedures listed above and to notify the Veterans Administration, in every instance, indicating lack of satisfactory progress by the student receiving veterans benefits. There are no separate policies of attendance, withdrawal, or grade average calculation for students receiving veterans benefits. Veterans are informed that evidence of unsatisfactory progress during a semester may result in loss of benefits back to the point at which satisfactory progress ceased (i.e., irregular withdrawal from class).

Student Affairs

Fairmont State Community & Technical College provides many services to its students for the purpose of assisting them to adjust to the college environment. The Office of the Vice President for Student Affairs coordinates and assumes responsibility for all activities and services directly affecting the welfare of students.

Developmental opportunities are a significant part of the educational experience. The Office of Student Affairs encourages students' growth and development by assisting them to understand themselves, others, and their relationship to society. The Vice President for Student Affairs coordinates and assumes responsibility for all activities and services to achieve this objective. Services include career services, residence life, counseling, student health services, child care, disability services, freshman orientation activities, student organizations, student activities, Student Government, and student (work-study) employment on campus.

Career Services

The Office of Career Services provides students and alumni with a variety of services. These services include career exploration, career/life planning, and job placement. Students can utilize interactive computer software and career counseling to clarify career options. An extensive career resource library is also available. Career Services provides the following:

- Assistance in declaring a major through a variety of assessment tools
- Personalized career counseling
- Information on employment trends, outlooks, etc.
- Internship/practical experience opportunities
- Seminars, career/job fairs
- Job placement class (Human Services 199)
- Graduate school information
- Internet job search
- Full and part-time job opportunities
- Access to job referral system
- On-campus interviewing
- Career resources library
- Establishment of credential file

Freshmen through seniors and alumni are encouraged to take advantage of the services and resources. The Office of Career Services is located in Room 322 Turley Center and is open Monday through Friday, 8:00 a.m. to 4:00 p.m. Evening appointments may be made by arrangement. Call (304) 367-4214.

Children's Learning Center

The College offers a campus based licensed childcare center for children of FSC students, faculty, staff and the community. A developmentally appropriate program provides a safe learning environment for children ages 2 (toilet trained) - 8 years old. The Center is open from 7:30 a.m. - 4:30 p.m. (Monday - Friday) when FSC classes are in session. The Center does not operate during FSC summer sessions.

Financial assistance from the Dept. of Health & Human Resources is available for those families meeting eligibility requirements. All children must be pre-registered with the Center in order to utilize this service. For more information contact the Fairmont State College Children's Learning Center at the Office of Student Affairs.

Laboratory Preschool

The Early Childhood Associate of Applied Science Program provides a half-day preschool program for children of students, faculty, staff and the community. The classes are from 8:30 to 11:00 with four-year-old children attending on Monday, Wednesday and Friday and three-year-old children on Tuesday and Thursday. Classes are held in room 124 of the Education Building. The preschool is provided during fall and spring semesters when FSC classes are in session.

The preschool is a licensed center and serves as a model early childhood program training facility. Arrangements can be made for college students so their children can attend up to four hours during scheduled morning college classes and financial assistance from the Department of Health and Human Resources may be available for families meeting eligibility requirements. For more information, contact the Early Childhood Program Coordinator at 367- 4588.

College Counseling Service

The counselors in Student Affairs offer professional assistance with personal problems, problems of social relationships and the understanding of oneself and others. The staff consists of professionals trained in clinical practice and counseling that are experienced in dealing with issues of college students. These services are available to all students in the belief that they often find significant benefit in counseling as a means of increasing self-awareness, maximizing potential and making the college experience more productive and meaningful. Contacts with the College Counseling Services are held in strict confidence. Appointments may be made by calling, (304) 367-4792 or in person.

Admissions

This office plans and implements all recruiting activities. Campus tours can be arranged Monday through Friday at 10:00 a.m. and 2:00 p.m. by calling 800-641-5678 ext. 2 or (304) 367-4892.

Residence Life

The College maintains three residence halls which accommodate approximately 437 students. Each residence hall provides a learning environment which is designed to enhance academic and social life.

Residence Standards

1. All unmarried freshman students who do not commute or who do not reside with their families are required to reside in college housing so long as space is available.
2. All residence hall assignments are made for the entire academic year; students may not move or transfer from any residence hall, except to graduate, to withdraw for the remaining part of the academic year, to marry and live with their spouse, to commute to take care of an incapacitated parent, or to move to a different environment for health reasons.
3. Applicants for room reservations must pay a $100 deposit at the time of application; this fee will be credited to the applicant's room-rental account. Notice of cancellation must be received by Student Affairs by June 15 or the $100 deposit is forfeited. A $100 deposit is required of students who wish to reserve a room for the spring term. This deposit will be returned upon notice provided that the request for a refund is received before December 31. A $100 damage deposit shall be paid at the time of registration; this fee, less any damage, will be returned at the time of withdrawal from the residence hall.

4. All residence hall students and their parents or guardians are responsible for being familiar with the purchase of meal tickets, the code of behavior, and all other regulations that are listed and explained in the Residence Life Handbook.
5. The College reserves the right to limit the number of students in the residence halls under its control.
6. The College reserves the right to limit the number of out-of-state students accepted to live in the residence halls.
7. Students who live in Pence, Morrow, or Prichard Hall must purchase a meal ticket for the Dining Hall.
8. A student who is absent from a residence hall for seven consecutive days will not be charged for meals provided that the food service director is notified in advance. No deduction in room rent, however, will be allowed regardless of the cause of absence. There is no refund of room rent to students changing residence or withdrawing during a term or semester.
9. Room rental, and a meal ticket must be paid in full for a semester on or before registration day.
10. Residence halls will be closed during the spring recess and during the Thanksgiving and Christmas vacations.
11. In cases where a preponderance of circumstantial evidence of policy violation or criminal action exists, the student's room will be searched in accordance with the Student's Rights and Responsibilities of Fairmont State College; Section: Rights to Privacy.
12. Any residence hall students who are suspended or expelled from the College for disciplinary reasons may forfeit their right to any residence hall refund.
13. All residence halls are smoke free.
14. The College is a "dry campus." Alcoholic beverages are not permitted in the Residence Halls.

Institutional Testing Program

Several standardized comprehensive tests are essential for special groups of students. These tests include, but are not limited to, the following:

American College Testing Program (ACT)
Registration for classes is contingent upon its completion.

College Level Examination Program (CLEP)
Students who wish to obtain credit by examination should check in room 322 of the Turley Center for test availability.

Disability Services

As required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, certain accommodations are provided for those students whose disability may affect their pursuit of a college education. These students must contact the Coordinator for Students with Disabilities, who is located in Student Affairs, if these services are desired. The Associate Provost is notified and provided written documentation of the required academic accommodations and apprises advisors, school chairs, and instructors of this information each semester. Priority scheduling procedures have been established for students with disabilities. Students should contact their advisor for priority class preregistration. For additional information refer to the brochure "Services for Students with Disabilities" available in Student Affairs.

Student Orientation

New students arrive on the campus in advance of other students to become acquainted with the campus, buildings, academic programs, student activities, and student welfare in general. Throughout the orientation period, new students are assisted and guided by trained student counselors, who are sympathetic to the individual problems of students.

Student Health Service Center

A physician assistant and a registered nurse are available to examine and advise students in matters pertaining to their health. When college is in session, a nurse is available from 8:00 a.m. until 4:00 p.m., Tuesday, 8:00 a.m. until 5:00 p.m. M,W,Th, and 8:00 a.m. until 12:30 noon on Fridays in the College Clinic in Colebank Hall for first aid and for the treatment of minor ailments. The college physician assistant has regular campus office hours Monday, Wednesday, and Thursday, 9:45 a.m. until 5:00 p.m.

Multicultural Affairs

The Office of Multicultural Affairs provides multicultural education for all students. Educational endeavors will assist majority and minority students to identify their commonalities and recognize, understand, accept, respect, and value their differences. Students will learn to relate to members of diverse groups, communicate effectively across racial and cultural lines, and transfer these skills to a variety of settings.

The Office of Multicultural Affairs also promotes systematic change that fosters a multicultural perspective across campus. As change agents, we work with various allies to incorporate diverse perspectives into every facet of the institution, including admissions, hiring practices, administrative policies and procedures, academic curriculum, and co-curricular activities. Our journey will not end until every unit on campus and the College as a whole address multicultural issues in an optimal manner.

Finally, the Office of Multicultural Affairs provides support to under represented ethnic groups. This support includes assessment and other functions designed to identify the psychosocial, academic, and other needs of minority students; communication of these needs, along with recommendations for meeting them, to other units of campus; programs and services that enhance students' personal, social, educational, and cultural development; and efforts to encourage all students to participate in and contribute to the life of the campus.

General Regulations

In matters concerning student rights, responsibilities, and social conduct, special reference should be made to the published Student Handbook and the Parking and Vehicle Regulations brochure.

Student Automobile Regulations

Because of the large number of vehicles used by students, traffic on the College campus is seriously congested. In the interest of safety and service, rigid regulations have become necessary. All parking is limited to defined areas, and restricted parking is established in certain areas.

Additional information may be found in the Student Handbook.

The Libraries of Fairmont State Community & Technical College

The College has three libraries that may be used by all students, faculty, and staff. The Ruth Ann Musick library is located on the second and third floors of the library building on the main campus. The other libraries are located at the Caperton Center in Clarksburg and the National Aerospace Education Center at Bridgeport. These libraries function at the heart of the college's

academic program. Library personnel work closely with students and faculty to develop research skills and to provide a wide range of support services that enhance the learning experience. The library's print and electronic holdings are designed to support the curricular needs of the academic program of study offered at the college and to encourage intellectual and personal growth.

The libraries provide easy access to over 280,000 items including books, periodicals, government documents, compact discs, videos and other multimedia, and to electronic databases. Subscriptions to over 4,000 journals, either in print or online full text, and to regional and national newspapers provide the latest information in all disciplines.

The libraries have an online, web-based catalog of all holdings. This catalog is searchable from any location in the world, through the use of a web browser.

Reference Services

The librarians offer instructional programs and training sessions, including orientation which covers the use of the library's resources, methods of dealing critically with available information and ways in which the library can provide information, both through traditional means and by the latest electronic methods. Training in the use of information gathering on the Internet and through other electronic information resources is available to all users.

The library on the main campus is open over 96 hours a week during fall and spring semesters and over 64 hours during the summer sessions. At least one professional librarian is available or on call all hours that the library is open. The librarians provide individualized assistance with projects, research questions, and papers.

Among the libraries' holdings are thousands of reference works, abstracts, and indexes, as well as computerized, web-based databases, both full text and bibliographic in nature.

Interlibrary Loan

If students need research materials that are not available in one of the libraries, the items may be requested through Interlibrary Loan, either online or in person. Using a major Bibliographic database (OCLC), library staff process requests quickly and efficiently. Fax equipment and ARIEL (Internet transfer of documents) are both used to improve response time.

Online Services

The librarians at Musick Library maintain the libraries' web pages with information resources available to all students online. Resources include journal indexes, full text journals, encyclopedias, style manual, newspapers, government documents, and bibliographic indexes in all areas of the sciences, social sciences, humanities, and technology. Specialized assistance in locating resources is available and students and faculty may e-mail questions to the librarians.

Media Services

Media Services occupies the first floor of the Ruth Ann Musick Library. Through its specialized facilities and personnel, Media Services attempts to fulfill its primary purpose of providing coordination, design, and application of educational technology in support of the College's ongoing instructional process. Services include the design, production, or coordination of a wide range of photographic, traditional audio/visual, graphics, satellite downlink, and video services.

Student Government Association

Student Government at the College actively seeks to supplement the academic atmosphere with intellectual, cultural, and social activities. Student Government members are involved in all aspects of life on campus and work cooperatively with the college administration.

Every segment of the student body is represented in the Government. Members are elected each spring by the student body and receive special training for their positions. The association is comprised of the president, vice president, secretary, treasurer, parliamentarian, representatives of the four classes and other groups. An advisor is assigned by the Vice President for Student Affairs.

Student Government meets weekly in 128 Hardway Hall. All meetings are open and any student is welcome to attend.

Dining Hall

Buffet style breakfast, lunch, and dinner are served daily in the College Dining Hall with the exception of an evening meal on Sunday. Varied menus of reasonably priced foods are available. Most student organization banquets are held in the Dining Hall; however, permission for the use of this facility must be obtained from the Facilities Committee.

Turley Center

The Turley Center is a modern, spacious building centrally located on the campus. It houses the College Bookstore, a snack bar, the ballroom, meeting and recreation rooms and a study lounge. In the Bookstore, students may purchase all textbooks, stationery, school supplies, cards, and various gifts and sundry items. Stamps are available for purchase and packages are weighed for mailing. The snack bar serves hot food and is provided as a service to the large commuter contingent of the campus population as well as on-campus students. A Ballroom and meeting rooms are available to on-campus groups without charge and can be scheduled through the Office of the Assistant to the President.

Recreation rooms provide facilities for participation in pocket billiards, ping-pong, chess, backgammon, and checkers. Various tournaments are held each semester under the direction of the student center activities coordinator. The study lounge is furnished to provide a quiet, relaxing atmosphere to assist serious- minded students in their preparation for academic endeavors.

Clubs, Honor Societies, and Social Organizations

College students have organized over 80 clubs and honorary organizations for the promotion of interests in various subject matter fields, the recognition of outstanding achievement in various campus activities, and for general social purposes. A list of the currently active organizations can be found in The Student Handbook or in Room 319 Hardway Building.

Religious Organizations

Organized groups on campus include the Newman Center sponsored by the Roman Catholics, the Wesley Foundation sponsored by the United Methodists and Presbyterians, Chi Alpha, related to the Assemblies of God, and the Baptist Campus Ministry related to the American Baptist Church. A complete list of active organizations are available in the office of Student Affairs.

Services of ministers of many denominations and other faiths are available to the campus at all times through the Newman Center and Wesley Foundation.

Publications

Student publications are comprised of *The Columns*, the student newspaper, *The Mound*, the yearbook, and *Whetstone*, an art

and literary magazine. Staff positions are open to all interested students. Application forms are available in Room 301 Jaynes Hall, the student publications business office. Students participating as staff members may also receive one-hour college credit for their work by enrolling in Journalism 199 (Section 01, for *Columns*; Section 02, for *Mound*; Section 03, for *Whetstone*) and performing duties as assigned by the editor. Editors of the respective publications are chosen annually by the Student Publications Board, the governing body of all student publications.

All publications allow students to showcase their writing, photographic, and graphic skills in professional settings using advanced computer technology. *The Columns* is published ten times per semester and is distributed campus-wide by noon each Monday. *Whetstone* is published each semester. *The Mound* is published annually. *Tracts* a journal for undergraduate scholarship. *Kestrel: A Journal of Literature and Art,* a professional art and literature journal which features poetry, fiction, non-fiction, drama and art work from art and literary professional around the world, offers junior and senior level students an opportunity for a professional immersion experience in adjudication, publication and business management through an internship with three hours of course credit (journalism 399: *Kestrel). Kestrel* is published twice a year, fall and spring, and acts as an arts bridge to the community through the annual *Kestrel* Festival of the Arts. The goal of both programs is to promote "living" literature, drama, art and music. Interested students should inquire in the School of Language and Literature.

All publications are financed primarily by student fees.

Music Organizations

Performing organizations in the Music Department are open for the participation of all interested and qualified students at Fairmont State College.

Instrumental organizations include the Falcon Marching Band, FSC Concert Band, College-Community Symphony Orchestra, Brass Ensemble, Percussion Ensemble and Stage Band. Additional Chamber ensembles are organized on occasion under faculty supervision.

Vocal ensembles include the Collegiate Singers, Chamber Choir and the College- Community Chorus. Additional ensembles are organized on occasion under faculty supervision.

All musical ensembles present concerts on and off campus during the school year. Interested students should contact the Music Department for additional information.

Forensics

(Public Speaking and Debate Activities)

Traditionally the College offers a variety of programs for all students interested in public speaking and debate. Participation in all of these activities is open to any full-time student in good academic standing at the College. All activities are under the direction of the Speech Communication and Theatre faculty.

The Intercollegiate Debate Squad annually participates in 10 to 15 intercollegiate debate tournaments at colleges and universities throughout the Eastern United States. The debate squad also sponsors and participates in public exhibition debates, television and radio presentations. The College is a member of the National Forensic Association and the American Debate Association and a subscriber to the American Forensic Association Code of Forensics Program and Forensics Tournament Standards for Colleges and Universities.

Students may participate in intercollegiate public speaking contests in oratory, extemporaneous speaking, persuasive speaking, impromptu speaking and after-dinner speaking. Students who have demonstrated mastery of theatre studies and excellence in theatre performance or technical theatre are offered membership in the Alpha cast of Alpha Psi Omega, the National Dramatic Honorary.

All full-time students have the opportunity to participate in the Annual M.M. Neely Oratorical Contest. The contest is a persuasive speaking event which is endowed by the heirs of the late U.S. Senator and Governor of West Virginia, M.M. Neely. All speech communication majors and minors must compete in the Neely Contest as a final recital presentation.

The campus Chapters of Delta Sigma Rho-Tau Kappa Alpha, the national forensics honorary, recognizes outstanding students through membership in the local chapter.

Theatre

The College traditionally offers an active theatre program for performer, technician, and theatre goer.

The Masquers, since 1923 the student theatrical production organization, present a season of plays, varied in style and period, usually in Wallman Hall during the fall and spring semesters. The plays are directed, designed and supervised by the Speech Communication and Theatre faculty. Acting roles and positions on the production crews are open to the student body on a voluntary or course credit basis. Performances are open to the public. Membership in Masquers is open to the student body and is earned through participation with the college theatrical productions.

Since 1960 the Masquers' Town and Gown Players have presented a season of plays during the summer months. Students enrolled in summer Theatre courses work along with the members of the Resident Company (selected experienced students receiving a grant for full-time acting and technical work) and members of the community to bring a season of light summer theatre fare (comedies, musicals, children's plays) to Northern West Virginia theatre goers and to provide a cultural, recreational, and educational outlet for all participants. The plays are directed, designed, and supervised by the professionally trained members of the Speech Communications and Theatre faculty and/or guest artists. Acting roles and positions on production crews are open to the public as well as to the students, faculty, and staff at the College on a volunteer or credit basis.

The Masquers, Jr., periodically present a play for a children's audience. It is produced in conjunction with Theatre 352, Children's Theatre Practicum, but participation through acting roles and production crews is often open to the student body.

The Studio Theatre presents student-directed and faculty-directed presentations in a studio/experimental setting in Room 314 Wallman Hall. Acting roles and positions on production crews are open to the student body.

The Masquers Reader's Theatre provides theatre presentations open to the public. Also, an active program in intercollegiate oral interpretation is offered to all students.

Intramural Sports

A regular program of intramural sports is sponsored for the benefit of all students. Various activities are organized for competitive play among groups and organizations. At certain times the pool is open for intramural and recreational swimming. Such facilities as the conditioning room are open for individual and group participation under the supervision of staff members who direct the overall program. Individual participation with selected equipment is offered for those interested and concerned with personal development.

The intramural program includes the following activities: flag football, tennis, volleyball, basketball, bowling, golf, softball, horseshoes, badminton, swimming, foul shooting, backgammon, billiards, racquetball, shuffleboard, spades, sweet 16, and table tennis.

Intercollegiate Sports

The College sponsors an intercollegiate athletic program for men in football, basketball, baseball, cross-country, golf, tennis and swimming. The intercollegiate athletic program for women includes tennis, golf, basketball, volleyball, swimming, softball, and cross-country. Cheerleading is offered for both men and women. There are fine indoor and outdoor facilities and equipment for physical education and recreation. All students are free to participate in any one or more of the intercollegiate sports and in all recreational activities.

Athletic Policy

The program of intercollegiate sports at Fairmont State Community and Technical College is supervised by a Director of Athletics, who is assisted in the planning of the program by an athletic committee of the faculty.

The general objectives of the intercollegiate sports program at the College are to teach young men and women the values of sportsmanship, good physical conditioning, and the disciplinary and social values of organized team play. Specific values include the training afforded prospective coaches and physical education instructors through participation and the possible acquisition, to some extent, of experiences and skills which may furnish recreational outlets following graduation.

In pursuance of the policies recommended by the North Central Association, the following minimum standards governing intercollegiate athletics are maintained:

- The ultimate responsibility for the conduct of the athletic program rests with the President.
- Students participating in athletics are admitted by the Director of Admissions on the same basis as other students. Athletes are required to maintain the same academic standards as non-athletes.
- The award of scholarships, student loans, and student employment to athletes are made through the same agency of the College and on the same basis as grants of aid to all other students. All employed students are required to give full and honest work for pay received.
- All athletic funds are handled by the Business Office of the College. An audit of the receipts and disbursements of these funds is made annually by the Legislative auditors.
- An effort is made to compete only with colleges having similar educational and athletic policies.
- The College is a member of the West Virginia Intercollegiate Athletic Conference and the National Collegiate Athletic Association (NCAA). Athletic participation is regulated and controlled by the eligibility rules of the Conference. Copies of these rules are on file in the Office of the Director of Athletics.

Alumni

The Alumni Association of Fairmont State College is the official organization of all graduates and former students of the "old" Fairmont State Normal School, Fairmont State Teachers College, Fairmont State College, and Fairmont State Community & Technical College.

The history of the Alumni Association dates back almost to the founding of the institution. A meeting was held on Commencement Day, June 27, 1873, at which time the twenty-nine graduates formed the Association.

Events of special interest to alumni include the Annual Homecoming celebration during the fall semester. Festivities begin on Thursday evening and continue through Saturday and include a parade, banquet, and business session. The class of 50 years ago returns to the campus for a day's visit and dinner as guests of the Alumni Association and the College. This group of alumni who graduated 50 years ago automatically become members of the Emeritus Club. The unit was formed in 1963. In addition, the Alumni Association funds one scholarship each year—to a son or daughter of FSC alumni. The scholarship, worth $500, is awarded by the Financial Aid Office based on criteria set by the Alumni Association. Another $1,000 award is given annually to an education major in honor of former president Wendell Hardway.

Information concerning the Alumni Association may be obtained by writing to the Alumni Office, Fairmont State College, Fairmont, West Virginia 26554.

Degree Requirements and Academic Information

An Associate of Arts, Associate of Applied Science, or Associate of Science degree is also granted upon successful completion of at least 64 semester hours in the two-year curricula. A Certificate is offered in several areas.

Fairmont State Community & Technical College
Associate of Arts, Associate of Science
Associate of Applied Science, CertificatePrograms

	Degree Offered	Minimum Sem. Hrs. Required
Administrative Support	A.S.	64
Applied Design		
Fashion Design	A.A.S.	65
Interior Design	A.A.S.	65
Architecture Engineering Technology	A.S.	64
Aviation Maintenance Technology	A.A.S.	69
Avionics Maintenance Technology	A.S.	68
Avionics Line Maintenance Certificate		32
Business Administration		
Accounting	A.A.S.	64
Banking	A.A.S.	64
Finance	A.A.S.	64
General Business	A.A.S.	64
Marketing	A.A.S.	64
Civil Engineering Technology	A.S.	67
Criminal Justice	A.A.S.	65
Drafting/Design Engineering Technology	A.A.S.	65
Early Childhood	A.A.S.	66
Electronics Engineering Technology	A.S.	69
Emergency Medical Services	A.A.S	66
Food Service Management		
Institutional Food Management	A.A.S	67
Dietary Manager	A.A.S.	67
Culinary Arts	A.A.S.	67
General Studies	A.A.	67
Graphics Technology		
Commercial Design	A.S.	64
Electronic Publishing/Imaging	A.S.	64
Printing Production	A.S.	64
Health Information Technology	A.A.S.	72
Information Systems	A.A.S.	62-64
Applications Emphasis	A.A.S.	63-64
Networking Emphasis	A.A.S.	63-64
System Development Emphasis	A.A.S.	62
Manufacturing Engineering Technology	A.S.	69
Mechanical Engineering Technology	A.S.	67
Medical Laboratory Technology	A.A.S.	72-74
Nursing	A.S.	69
Occupational Development		
Emergency Medical Services	A.A.S.	72
Building and Construction Trades	A.A.S.	64
Child Care Practitioner	A.A.S.	65
Correctional Officer	A.A.S.	68
Fire Fighters	A.A.S.	65
Food Service Specialist	A.A.S.	64
Physical Therapist Assistant	A.A.S.	70
Sign Language Interpreter	A.A.	64
Technical Studies		
Automotive Technology	A.A.S.	64-72
Highway Technician	A.A.S.	72
Information Systems	A.A.S.	64
Water and Wastewater	A.A.S.	71
Wood Production Technology	A.A.S.	64
Veterinary Technology	A.A.S.	75

Degrees

Fairmont State Community and Technical College offers three kinds of two-year associate degrees.

Associate of Arts

The associate in arts degree is designed to satisfy the lower division requirements of bachelor of arts degrees, thereby, preparing students to transfer to an upper division baccalaureate program. The studies required in this degree embody the characteristics of an educated person and generally place emphasis upon the social sciences, humanities, and professional fields within these disciplines.

Graduation from an associate in arts program assures that students have been provided a foundation in general education that enables them to appreciate their culture and environment as well as different cultures of the world; the development of a system of personal values based on accepted ethics that lead to civic and social responsibility; and the attainment of communication skills necessary for growth as a lifelong learner. It also assures the employer that graduates have satisfactorily completed at least 60 credit hours.

Associate of Science

The associate in science degree is designed to prepare people for immediate employment or to satisfy the lower division requirements of bachelor of science degrees, thereby, preparing students for the work force or to transfer to an upper division baccalaureate program. A minimum of 6 hours of transfer English and 12 hours of math and/or science are required for this degree and will embody the characteristics of an educated person and generally place emphasis upon the sciences and mathematics that support technical fields of study, such as engineering, agriculture and science-related fields.

Graduation from the associate in science program assures that students have been provided a foundation in general education that enables them to appreciate their culture and environment as well as different cultures of the world; the development of a system of personal values based on accepted ethics that lead to civic and social responsibility; and the attainment of communication skills necessary for growth as a lifelong learner. It also assures the employer that graduates have satisfactorily completed 64-72 credit hours.

Associate of Applied Science

The associate in applied science degree is generally awarded to those who successfully complete programs which emphasize preparation in the applied arts and sciences and are designed to lead individuals to employment in a specific career. It also assures the employer that graduates have satisfactorily completed 64-72 credit hours. Although the objective of the associate in applied science degree is to enhance employment opportunities, some baccalaureate degree granting institutions have developed upper division programs to recognize this degree for transfer of credits.

Certificate Programs

Certificate programs, which generally take one year or two semesters of full-time course work to complete, are designed for students seeking to learn basic skills or to increase their profi-

ciency in a specific occupational area. In a certificate program, students take skill-development courses in their field of interest and a limited number of related courses. Graduates of certificate programs may use their credentials to seek immediate employment or may continue their studies in a degree program.

Degree Programs—See Academic Information for a complete list of Community and Technical College Programs.

Associate Degrees as Minors for Baccalaureate Programs

Any successfully completed associate or two-year degree offered within the Community and Technical College, except General Studies and the field of the B.A.-B.S. major, may be used to fulfill the requirements for a minor in any B.A. or B.S. (nonteaching baccalaureate) degree awarded by Fairmont State College.

Any successfully completed associate or two-year degree offered within the Community and Technical College, except General Studies and the field of the B.A.-B.S. major, may be used to fulfill the requirements for a minor in any B.A. or B.S. (nonteaching baccalaureate) degree awarded by Fairmont State College.

General Studies Requirements

The General Studies courses at Fairmont State Community and Technical College are intended to provide students with the intellectual skills and the breadth of knowledge which will enable them to thrive both as individuals and as citizens in a democracy and be better able to think clearly, choose wisely, and act responsibly. More specifically, the General Studies courses should accomplish these objectives:

1) Help students master the skills of analytical reading and listening, oral and written expression, quantitative reasoning, independent thinking, and the ability to find and use information effectively.
2) Help students comprehend, analyze and appreciate
   a. The world's arts and literature;
   b. The historical and political experience of the world, with appropriate emphasis on that of Western Civilization and America;
   c. The perspectives and methods of the social sciences, philosophy, and technology;
   d. The basic scientific principles which are at work in the world and the procedures used to discover them; and
   e. The knowledge and skills whereby a healthy life may be lived.

The common theme among most of the General Studies courses is connections: connections between belief and action, past and present, other societies and our own, other people and ourselves as well as connections among various fields of knowledge. Insofar as possible, each General Studies course is global and pluralistic in perspective, promotes reflection on values, emphasizes major and enduring aspects of its subject, and reinforces students' intellectual integrity and their abilities to think, read and express themselves clearly, independently and creatively.

General Studies Requirements

General Studies Requirements for the Associate of Arts, Associate of Science, and Associate of Applied Science Degrees

15-17 Hours for Associate Degrees*

Communication Skills ..... 6 sem. hrs.
Required:

English	*104	Written English I	3

Full-time students must take DS 107 or English 104 in their first semester and continue each semester until satisfactorily completed.

English	*108	Written English II	
		or	
	109	Technical Report Writing	3

*A grade of "C" or above in English 104 and 108 is required for graduation.

(Speech 100 is also highly recommended.)

Social Sciences, History and General Electives ..... 3 sem. hrs.
Choose one of the following:

INDS	280	Empowering Leadership	3
Economics	200	Economics	3
		or	
	201	Economic Principles	3
Geography	210	Introduction to Geography	3
History	107	U.S. History I	3
	108	U.S. History II	3
	211	World Civilizations I	3
		.....	
	213	World Civilizations III	3
Philosophy	200	Introduction to Philosophy	3
Pol. Sci.	101	Global Affairs	3
	103	American Government	3
Psychology	101	Introduction to Psychology	3
Sociology	110	Introduction to Sociology	3
	111	Introduction to Anthropology	3
Technology	101	Introduction to Technology	3

Mathematics/Science/Computer Science ..... 3-5 sem. hrs.
Choose one of the following:

Math	107	Fundamental Concepts of Math	3

Students with a math deficiency must enroll in the appropriate developmental math course within their first year and are strongly encouraged to enroll in their first college level math course in the semester immediately following their successful completion of DS 105, Elementary Algebra.

If a program requires a math course or sequence of math courses, including Math 101, 102, these will meet the General Studies requirements in Math.

CS	100	Concepts of Computing	3
		(or other appropriate CS course)	
		or	
IS	100	Computer Concepts and Applications	3
Biology	101	Introduction to Biology	4
Chemistry	101	General Chemistry	4
Chemistry	105	Chemical Principles	5
Physics	101	Introduction to Physics	4
Geology	101	General Geology	4
		or	
Phys. Sci.	101	Astronomy	2
Phys. Sci.	102	Chemistry	2
Phys. Sci.	103	Geology	2
Phys. Sci.	104	Physics	2
Phys. Sci.	105	History of Physical Science	2

If a program requires Biology 170 and Biology 205, these will meet the General Studies requirement in Science.

In addition to the 12-14 minimum credit hours required by category, an additional course or courses from any category must be taken to reach a minimum of 15 credit hours.

Grading System

The following system of grading is used within the institution:

A — Superior, given only to students for exceptional performance.

B — Good, given for performance distinctly above the average in quality.

C — Average, given for performance of average quality.

D — Lowest passing grade for performance of poor quality.

F — Failure. Course must be repeated if credit is to be received.

FIW — Failure because of irregular withdrawal.

I — A temporary mark, given only when students have completed most of the course, but are unable to conclude it because of illness or some other unavoidable circumstance. Beginning with courses taken during the first semester, 1975-76, the letter grade "I" will be omitted from the calculation of the grade point average for a period of one year following the issuance of the "I." Along with any grade report containing the grade "I" and for each letter "I," the instructor must submit a brief description of the "part of the course" not completed by the students. This statement, to be reviewed by the appropriate school chairperson and filed in that office, is to be written on a three-part form which is also used by the instructor to report the grade for replacing the "I" during the year following the issuance of the "I." At the end of the one-year period, the instructor must submit a final grade. If no change is made by the instructor, the grade "I" will be changed to "F."

W — Withdrew.

CR — Credit. Does not affect quality points.

NC — No Credit. Does not affect quality points.

P — Pass, Successful completion of the student teaching experience.

Quality Points

The quality of a student's work is indicated by quality points. Candidates for graduation must have at least twice as many quality points as semester hours attempted; that is, a point-average of 2.00 on all college work and on all work completed at Fairmont State College. Quality points for grades A, B, C, D, are computed as follows:

A—Four (4) quality points for each semester hour of credit.

B—Three (3) quality points for each semester hour of credit.

C—Two (2) quality points for each semester hour of credit.

D—One (1) quality point for each semester hour of credit.

Students' grade averages are determined by dividing the number of quality points by the number of credit hours scheduled. No quality points are attached to grades F and FIW, but the credit hours for the courses in which these grades are received will be used in computing grade averages.

In order to graduate, candidates for degrees must have maintained a grade point average of 2.00 or better in all college courses

and in all credit earned at FSC. An average of 2.00 must also be maintained in the major and minor fields of study.

All variations from prescribed programs must be approved by the school chairperson in the major/minor field before students can qualify for graduation.

It is the students' responsibility to keep informed of their quality point standing. This information can be obtained at any time from the Registrar.

Grades earned in other institutions shall not be used to make up a deficiency of quality points in this institution.

Example for Computing Grade-Point Average

Courses Taken	Final Grade	Quality Points	X	Semester Hours	=	Quality Points (Total)
English 104	A	4		3		12
Biol 101	D	1		4		4
Hist. 111	B	3		3		9
Soc. 110	C	2		3		6
Pol. Sci. 103	B	3		3		9
Math 101	W	-		-		-
				16		40

40 Quality Points
16 Semester Hours =2.5 Grade-Point Average

Credit-No Credit Option

Any student who has completed 58 or more semester hours of credit may elect one course per semester on a credit-no credit basis, such courses to be considered as part of the regularly scheduled load. A maximum of 15 semester hours may be completed under this option.

Courses selected must not be included in the general studies requirements, must not be in the student's major or related courses.

Credit-no credit earned under this option will be recorded but will not be reflected in the quality point index. Credit courses will count toward graduation.

Selection of a course for credit-no credit must be made at registration with the approval of the student's academic adviser and may not be changed after the close of the registration period.

Classification of Students

Students who have completed the high school or a secondary course and not more than 25 hours of work are classified as freshmen.

Students who have completed 26 hours but not more than 57 hours of college work are classified as seniors in the Community and Technical College.

Numbering of Courses

Courses for freshmen (100 series) and sophomores (200 series) constitute the lower level of curriculum. Courses numbered 300-499 are primarily for juniors and seniors. All General Studies Requirements consist of lower level courses which should be completed as far as possible by the end of the sophomore year.

It is strongly advisable to take at least eight hours of General Studies Requirements each semester until they are completed.

Academic Procedures

Semester Load: Students must petition the program coordinator in which they major for permission to carry more than 18 semester hours. The maximum number permitted is 25 semester hours. To be eligible for permission, students must have an overall B average or a B average for the preceding semester. Exceptions may be made if students are in the last semester before graduation or before the initial performance practicum.

Declaring a Major: All undeclared students must select a major field of study by the beginning of their junior year.

Late Registration Fees: See schedule of fees in the College Catalog for late registration. Late registrants often fail to obtain satisfactory schedules, for the policy of the College is to give priority to students who register on the regular registration dates.

Schedule Changes: Students may not add new classes to their schedules after registration has ended. However, there is a period, normally three days, when students may drop and/or add classes.

Withdrawal from College: Students must apply at the Registrar's office to withdraw from college. Forms completed with the proper signatures and returned to the Registrar's office will constitute an official withdrawal. On the final grade report to the Registrar, instructors will record a "W" for students who withdraw up to one week prior to the last regularly scheduled class meeting. Students who fail to follow this procedure will have "FIW's" recorded.

Withdrawal from Class: Students may drop one or more classes with "W" being recorded up to one week prior to the last regularly scheduled class meeting. No withdrawals are permitted from individual classes during the week prior to final week.

Repeating a Course: Prior to the receipt of a baccalaureate degree, students may repeat a course in which they earned a grade of D or F if the course was taken no later than the semester or summer term during which they attempted the sixtieth semester hour. The original grade will not be deleted from the student's record; however, the original grade will be disregarded and the grade earned on the first repeat will be used in determining grade point average. Grades for courses repeated more than once or repeats of courses attempted in semesters or summer terms following the one in which the sixtieth hour was attempted will be used in determining grade point average. Students may not repeat a course in which they earned a C or better. Students who began college study prior to 1968 and transfer students should contact the Office of the Registrar to ensure coverage of this regulation.

Minimum Residence Requirements for Graduation: For a associate degree at least one semester's work (at least 16 credit hours) and at least 8 of the last 16 hours in residence are required. For the certificate degree at least eight semester hours work in residence in required.

Application for Graduation: Candidates for graduation must officially apply for a degree in the Office of the Registrar. This should be done one semester in advance and as early in the semester as possible but not later than 45 days prior to the planned graduation date.

Transient Credit: Regularly enrolled students who complete work at another accredited institution on a transient basis must secure written permission of the Registrar before attempting such course work. Transient credit completed without permission will not be accepted.

Attendance and Absences

Students are responsible for familiarizing themselves with the College absence policies which are to be found in the Student Handbook.

Academic Advising System

Students are assigned academic advisors when they first enroll at the College. If students desire to change their major fields of study, they should contact the Academic Advising Center for reassignment. Students who are not ready to select a major upon entrance will be assigned to the Academic Advising Center. Students should discuss problems relating to degree requirements, preregistration, registration, and withdrawals from class or college with their advisors.

Academic Advising Center

The Academic Advising Center offers direct advising services to those students who have not selected a degree program (Undeclared Majors), to prospective students, and to part-time/special students. The advising is provided by faculty advisors who are specifically trained to meet the special needs of these students.

The Center is located on the third floor of the Hardway Building and is open between 8:00 and 4:00 p.m., Monday through Friday. The Center also offers evening appointments as an additional convenience for students.

The purpose of the Academic Advising Center is to provide the undecided student with comprehensive advising as well as interpersonal professional support. A concerted effort is made to address the various academic problems and concerns which may impede the student's successful completion of the required general studies curriculum and selection of an academic program.

Undeclared Majors will be assigned to the Academic Advising Center upon entrance to the College. Faculty members may refer any student with academic concerns directly to the Center for academic guidance.

Services:

- Formalized advisor/advisee conferences scheduled throughout the semester.
- Academic assistance and guidance on a drop-in basis for students with immediate concerns or questions.
- Processing of change/declaration of major.
- Summer advising/registration of all new students, transfers, and readmitted students.
- Workshops sponsored by the Center relevant to maximizing academic success.
- Direct information and referral assistance to campus and community services.

Academic Development Center

The Academic Development Center offers courses in college reading and study skills, pre-algebra, elementary algebra, and composition skills for students who enter college with academic deficiencies and or low placement test scores in any of those areas. These courses do not apply toward the credit hours required to graduate but they do provide institutional credit, counting toward a student's full-time status. All courses offered through the Academic Development Center are worth three institutional credit hours. These courses can be found under the heading Academic Development Center in the schedule of courses. The Center's main office is 200 Jaynes Hall.

Students are required to complete all such required, non-graduation credit courses within their first 32-credit hours of college if they are majoring in an AA, AS, or AAS program. Students in BA and BS programs are strongly encouraged to complete these courses within their first 32-credit hours, also.

Tutoring Program

Fairmont State Community and Technical College and Fairmont State College provide an accredited tutoring program, which has been certified by the College Reading & Learning Association's International Tutor Certification program. All FSC&TC and FSC students are entitled to ten hours of free tutoring each semester; students registered in the Student Disabilities Office receive additional hours. Trained peer tutors are available through Tutorial Services, 207 Jaynes Hall. This office houses study carrels and support materials for one-on-one or small group tutoring sessions in virtually all subject areas.

Grade Reports

The grades of all students are reported by each faculty member to the Registrar at the middle and end of the semester. Faculty advisors are provided complete grade reports at each reporting period. Students receive grade reports at mid-semester and at the end of the semester. Midterm grade reports are not made during summer school. Final grades are mailed to the student's permanent address on file in the Registrar's Office

Probation-Suspension Policies

(Revised May 8, 2001)

Warning Letters

All students whose cumulative average falls below 2.0 and who are neither on probation nor suspended will receive a warning letter indicating unsatisfactory academic progress. The letter will include probation and suspension policies, an explanation of the method of computing the semester grade point average, and a recommendation that the advisor be contacted.

Academic Probation

1. Students whose cumulative records indicate a quality point deficit of ten or more will be placed on probation. Students on probation may take a full course load.
2. Students who are not suspended will be removed from probation only after they remove the quality point deficiency and achieve an overall grade point average of 2.0 or better.

Academic Suspension

1. The suspension list will be compiled at the conclusion of the spring semester.
2. Students will be suspended if they have accumulated a quality point deficit of 20 or more and a semester grade point average below 2.0.
3. Students must be placed on probation for one semester before they are subject to suspension.
4. For a first suspension, a student may not take classes for one semester. For a second suspension, a student may not take classes for one full year. For a third and any subsequent suspensions, a student may not return to Fairmont State for five years. At that time the Academic Forgiveness policy can be invoked, as it currently applies to any student who voluntarily stays out of college for five years.
5. No classes may be taken while a student is on suspension.
6. Readmitted students or transfer students admitted on probation may continue as long as they incur no additional quality point deficit.

A student who is suspended may appeal the suspension decision to the Admissions and Credits Committee of this college. A written appeal must be forwarded to the Chairperson of the Admissions and Credits Committee by July 1. The decision of the Admissions and Credits Committee may be appealed to the President. For additional information concerning this procedure, contact the Associate Provost or the Chairperson of the Admissions and Credits Committee.

Academic Forgiveness Policy

Revised and approved May 8, 2001

Only the students applying for readmission after the effective date of this policy will be eligible for forgiveness under this policy. This policy supersedes all previous Academic Forgiveness Policies at Fairmont State Community and Technical College.

Academic forgiveness is intended for the student who is returning to college with a grade point deficit and who has not been enrolled as a full-time student (12 or more credit hours) in any institution of higher learning during the five consecutive academic years immediately preceding the readmission semester. A student who does not normally qualify for readmission because of a low GPA may be admitted and placed on academic probation, unless he/she has been placed on academic suspension. When forgiveness is granted, grades of D, F and FIW earned prior to the five consecutive academic year period immediately preceding the beginning of the readmission semester are excluded from the computation of the grade point average, including those grades that appear as transferred grades on the official transcript. However, no failing grade will be removed from the permanent record. The academic forgiveness policy may be applied after a student has earned 12 credit hours that apply toward graduation with a minimum GPA of 2.0.

Academic forgiveness will be granted only once for any student. The Registrar will give consideration to a request for forgiveness when he receives a signed, written request from the student which certifies that the student has not been enrolled as a full-time student (12 or more credit hours) in any institution of higher learning during the five consecutive academic years immediately preceding the readmission semester. Should the student have attended any institution of higher education on a part-time basis during the specified five year period, he/she must have earned at least a 2.0 GPA in all course work attempted. The student's request for forgiveness must be submitted during the readmission semester, and it must identify the non-enrollment period. If all prerequisite conditions have been met, academic forgiveness will be granted at the time the current GPA is calculated officially by the Registrar upon completion of the readmission semester.

The academic forgiveness policy does not alter, change, or amend any other existing policies at Fairmont State Community and Technical College and is formulated to be consistent with Series 20 of the West Virginia Higher Education Policy Commission. A student who has incurred three academic suspensions from any institution of higher education is, therefore, on final academic suspension and does not qualify for forgiveness. A student may, however, appeal the final suspension to the Admissions and Credits Committee if he/she does so according to the procedure set forth in the "Academic Suspension" section of the Fairmont State College catalog. If the third suspension is repealed, the student may then apply for forgiveness by submitting a written request to the Registrar as stipulated previously. This policy pertains only to the calculation of the GPA required for graduation and does not pertain to GPA calculated for special academic recognition (such as graduating with honors) or to requirements for professional certification which may be within the province of licensure boards, external agencies, or the West Virginia Board of Education.

The College is not bound by the decision of any other institution to disregard grades earned in college courses. Similarly, students should be aware that academic forgiveness extended by this College may not be recognized by other institutions to which they may transfer.

English Performance Evaluation

All students who are candidates for degrees must attain a grade of "C" or above in English 104 and 108 in order to prove their competence in the use of the English language. This is a requirement for graduation.

Dean's List

Students who register and receive letter grades for twelve or more hours (excluding credit or audit marks) and receive a grade point average of 3.4 or better are considered honor students and are named to the Dean's List.

Graduation With Honors

Candidates for graduation with an associate degree who maintain a grade point average 3.4 or better will receive the designation of "With Honors" on their diplomas and "Honors" on the Commencement program.

General Regulations

Students are responsible for familiarizing themselves with the Student Handbook concerning student rights and responsibilities and matters of academic dishonesty such as cheating and plagiarism.

Transcripts

Students at Fairmont State Community and Technical College are entitled to one official transcript of their record free; for each additional copy a fee of five dollars ($5.00) will be charged. Students who fail to meet their financial obligations to the College, or to any department of the College, will not be given transcripts.

An application for a transcript of credit should furnish the date of last attendance at Fairmont State Community and Technical College, social security number; a married woman should give both her maiden and married names. All requests for transcripts should be sent directly to the Registrar.

Study Abroad Programs

In keeping with a desire to provide more direct student enrichment programs in international education, Fairmont State Community and Technical College, working through the Office of International Education, provides Study Abroad opportunities to students enrolled in a formal degree or certificate program. Students may receive collegiate academic credit for study and experience occurring outside the United States by: 1) enrollment in a resident study abroad or travel-study program sponsored by Fairmont State Community and Technical College; 2) enrollment in a resident study abroad or travel-study program sponsored by FACDIS (The West Virginia Consortium for Faculty and Course Development in International Studies); 3) enrollment in a program directed by faculty members from other West Virginia institutions; 4) enrollment in a program sponsored by a US college or university or Consortium with FSC&TC's approval; 5) enrollment in a foreign university as a special student; 6) enrollment in a US college or university abroad; 7) enrollment in a program sponsored by an organization other than a college or university with FSC&TC's approval. Students will be required to obtain prior consent from the school or department before registering for study abroad programs.

Although such international experience is not required in all programs, study abroad is strongly recommended for students not only in the field of foreign languages but also in other fields as well (such as the humanities, social sciences, business, art, etc.) Resident study abroad programs or travel-study programs will be integrated with traditional academic courses offered at FSC&TC and will become part of the regular institutional curriculum. Study abroad is an important component of a comprehensive studies program which can contribute to the development and growth of the individual student and prepare the student to function more effectively in a global world. Participants in such programs will enhance their preparation for further graduate or professional studies and employment while deriving countless other benefits.

U.S. Army Military Science Program

The Military Science Reserve Officer Training Corps (ROTC) program provides practical leadership and management training to students desiring to earn officer commissions along with their chosen degrees. The curriculum stresses techniques of organizing, motivating and leading others, including recognizing, comparing and evaluating courses of action.

Refer to the Special Academic Programs section of the catalog for detailed information about the Military Science program and to the Courses of Instruction section for course descriptions.

Weekend College

The Weekend College program is an alternative course delivery system specifically designed for adult learners who want to earn an Associate degree or complete a baccalaureate degree but find weekday or evening classes inconvenient or incompatible with career and family responsibilities. This accelerated program designed for mature, self-motivated learners meets on Saturdays at Fairmont State's main campus.

Courses are offered in consecutive 8-week terms. Two terms are offered during each of the Fall and Spring semesters and one term is offered during the Summer. Students may enroll in the Weekend College program prior to the beginning of any 8-week term, provided they have completed the normal admissions process. Students attending the Weekend College program can complete an Associate degree in as little as eleven terms (approximately 2 1/2 years). Adding weekday or evening classes can accelerate the completion of a degree program.

At this time, degree programs offered through the Weekend College Program include:

Associate of Arts in General Studies
Associate of Applied Science in Criminal Justice
Associate of Applied Science in Business Administration with Specialization in General Business or Accounting
Bachelor of Science in General Business with Emphasis in: General Business, Accounting, Human Resource Management or Entrepreneurial Studies

The program is designed so that additional programs of study can be added depending on the needs of the service region.

Please contact the Community and Technical College for more information on the Weekend College program, course schedules or information on degree plans.

Vocational Career Projects

With the assistance of the Carl D. Perkins Vocational Education Act, Vocational Career Projects provides supplemental services and activities for adults. Various projects assist adults in different areas. These include workshops for those in need of training or retraining, programs for men and women entering nontraditional occupations, assistance for single parents or displaced homemakers enrolled in vocational education, and providing guidance to displaced workers subsidized by state and federal agencies.

The Vocational Career Projects program conducts pre-college orientations designed to help adults who are in the process of beginning or returning to college and provides information on admissions and registration, financial aid, degree options, child care, and numerous other college procedures.

Tech Prep Programs of Study

Articulation agreements have been implemented with area high schools and vocational/technical centers to award college credit for course work completed under the Tech Prep Programs of Study. Students who achieve recognized competencies may apply credits to several two year Associate Degrees at Fairmont State Community and Technical College. Students should contact their local high school for Tech Prep Programs of Study available and refer to the Community and Technical College Office for articulation policies and procedures.

Credit for Experiential Learning

Fairmont State Community and Technical College recognizes that some students, particularly adults and non-traditional students, may have developed competencies which closely parallel those competencies taught in college-level courses. The College provides the opportunity for students to receive academic credit for experiential learning which has taken place outside the formal educational structure through a portfolio review process.

The portfolio is reviewed by appropriate faculty members at Fairmont State Community and Technical College or by other experts if the field of study is not offered by the College. Faculty recommend the number of credit hours to be awarded by subject equating the credit, if possible, with existing Fairmont State Community and Technical College courses. An evaluation fee is charged for the portfolio review and for receiving college-equivalent credit.

For additional information contact the Coordinator for Experiential Learning in Room 324, Academic Advising Center, Hardway Hall.

Community Service Learning

Service Learning is a national movement utilized in a number of colleges and universities in the United States. It is the process of integrating volunteer community service combined with active guided reflection into the curriculum. This enhances and enriches student learning of course material. The distinguishing characteristic of service learning is its twofold emphasis on both enriching student learning and revitalizing the community. To accomplish this, effective service learning initiatives involve students in course-relevant activities in:

- Connecting the logical continuity between experiential and textbook knowledge.
- Enhancing students' self-esteem through meaningful contributions to community.
- Engaging students in decision making, critical thinking, and application of learned skills.
- Providing human resources to meet the educational, human, safety, and environmental needs of the community.
- Creating a spirit of civic responsibility and leadership.

The pedagogy of service learning represents a progressive, substantial change from the traditional curriculum and promotes education as a "process of living" which encourages information processing as well as accumulation. This constant restructuring of information exemplifies the continuity and reality that exists between life experience and knowledge.

English as a Second Language

The purpose of the English as a Second Language Program (ESL) is to provide English Language instruction and support services to students whose native language is one other than English. The goal of the program is to help all ESL students gain the language skills necessary for them to achieve their academic and personal goals. Although students in the ESL program are fully capable of doing college level work in their own language, their current level of English language proficiency makes academic learning in English an additional challenge.

The ESL program has two main components: An Intensive English Program (IEP) for pre-academic students, and ESL support classes and tutoring services for students enrolled in regular academic programs.

Intensive English Program

The Intensive English Program is designed to prepare international students for entrance into regular academic programs. Courses in the IEP are designed to develop students' English language proficiency while helping them gain the extra linguistic skills and cultural knowledge necessary for successful college study. Classes are content-based and are typically structured around readings and lectures followed by discussions and writing tasks. Within this framework, classes focus on the development of essential academic skills such as note-taking, summary writing, exam preparation, and classroom participation.

The Intensive English Program runs year-round. It follows the regular academic calendar during the fall and spring semesters, and offers a ten week summer program which begins at the end of May. Students in the IEP usually enter the program with TOEFL (Test of English as a Foreign Language) scores between 350 and 499. Typically, students remain in the IEP until achieving a 500 on the TOEFL. Except in unusual cases, this requires at least a complete semester of full-time study.

IEP classes meet for a total of 24 hours per week. Although courses in the IEP carry no college credit, students are given course grades and are subject to the same academic standards as all other students at FSC.

Courses in the Intensive English Program include:

American Culture	Listening in Academia
Campus Interaction Skills	Reading For Academic Study
College Composition	Research Skills
Intensive Grammar Review	Test Taking Skills

Students seeking admission to the IEP program should contact the ESL Program Director.

ESL Support Services

The ESL Program offers classes and tutorials designed to further develop the English Language proficiency and study skills of international students enrolled in regular academic programs at FSC. Credit bearing content courses are often offered by ESL faculty. In addition, ESL faculty offer individually arranged tutorial services to all international students at FSC. Arrangements for classes or tutorials may be made in the ESL Program Office, Room 308, Hardway Hall.

The ESL Director is also available to both students and faculty for consultations concerning English Language proficiency, English Language testing, and matters relating to the education of international students at FSC.

Herndon Legislative Fellows Program

The primary goal of this program is to instruct selected full-time undergraduates from institutions of higher learning in West Virginia in the theory and operation of legislatures and legislative bodies in their multi-dimensional aspects and roles. Participants will be designated as legislative interns and will perform work assignments in the West Virginia Legislature for the duration of the session. They will spend a full semester in the study of the operation, role, and functions of legislative bodies.

To be eligible for this program, students must have completed a minimum of 60 undergraduate semester hours or its equivalent with an academic grade point average sufficient to admit them to the degree program of their choice. At the time of making application, students must be enrolled at their home institutions on a full-time basis and cannot be on academic or social probation. Students may not serve as interns if they are subsequently placed on academic or social probation for the period which would include the internship in Charleston. Each applicant must have taken at least one college course in political science unless, in the judgment of the selection committee the student's record displays an active and sustained interest in public affairs or the political process, at which time the course requirement may be waived. For additional information, contact the Political Science Department.

Frasure-Singleton Student Legislative Program

The Frasure-Singleton Student Legislative Program provides students the opportunity to observe the West Virginia Legislature for one week during the body's regular legislative session. Participants are assigned to a legislator who assists in explaining the legislative process. They attend committee meetings and public hearings where legislation and issues are discussed. They sit on the Floor during daily sessions surrounded by legislators with issue research, constituent requests and other legislative tasks. In addition, participants meet with representatives from all branches of state government, lobbyists, reporters, and legislative staff persons.

The program is open to full-time college sophomores, juniors, and seniors from all fields of study. Applicants must be in good academic standing and successfully completed at least one Political Science course. One semester credit hour is given to participants.

For more information, contact the faculty in the Political Science Department.

Leadership Certification

Fairmont State College provides students with the opportunity to develop their leadership abilities, regardless of their academic major or minor. Leadership Certification is an interdisciplinary humanities program based in the liberal arts and grounded in theory and practical experience. It is designed to enhance a student's college career by linking leadership to self-awareness, personal growth, organizational theory, and practical experience in community service.

Required Courses ..... 10 sem. hrs.

INTD	280	Empowering Leadership	3
INTD	281	Great Ideas of Leaders	3
Management			
	390	Human Behavior in Organizations	3
		or	
PSY	410	Theories of Personality	3
Human Services			
	103	Community Service Learning	1
		or	
		Phi Theta Kappa Leadership Certificate	1

Public Affairs Internships

The Political Science Department regularly becomes aware of internship opportunities at the local, state, and federal levels of government. These internships can be with members of the state House of Delegates and Senate, the United States Congress, city managers, public interest groups, or state and federal agencies. Internships can take place during the semester or during the summer months. While most of the internships do not include a salary, academic credit can be given.

For more information, contact faculty in the Political Science Department.

Washington Center Internship Program

The Washington Center Internship Program gives students the opportunity to live and work in one of the most important cities in the world and to experience the professional arena of the nation's Capitol as well as the cultural diversity. The Washington Center Internship allows students to:

- Develop Professional Skills
- Clarify Personal Goals
- Improve research and communication skills
- Meet people from across the country and the world
- Prepare for life after college
- Give perspective on their studies
- Investigate a profession of interest
- Apply academic learning to the work world

For additional information contact the Office of the Associate Provost.

Center for Workforce Education

The Community and Technical College operates a workforce training facility in the I-79 Technology Park off the South Fairmont Exit of I-79. This 8,000 square foot facility contains two state-of-the-art computer labs, a training room, and a conference area and business offices.

The Center is designed to provide a flexible environment, enabling rapid response to regional business and industry workforce training needs. Programs focus on upgrading current workers skills and knowledge with a special emphasis on high-end computer technology training and certification for adults. Most activities are short term, nonacademic credit training programs.

The Center offers both customized and open enrollment training. Customized training programs are specifically developed to address identified training needs of regional business and industry for their current projected workforce. Businesses may also lease the Center's computer and training rooms to deliver their own training activity. Open enrollment training programs are developed in response to a recognized regional need and are open to the general public. Programs that typically fall under this category include computer technician certification; a variety of high-end industries certified information technology training, various desktop software applications and entrepreneurship.

Also housed at the Center for Workforce Education is the ACT Center, CLEP Testing Service and the Small business Development Center.

ACT Center

Fairmont State Community & Technical College is an authorized ACT Center. Fairmont State's ACT Center is operated in Partnership with ACT Inc., known previously as the American College Testing Organization, and is one of four authorized ACT Centers in the State of West Virginia and one of 250 ACT Centers planned nationwide.

The ACT Center is a combination "High Stakes" Testing Center and training programs for area businesses, individuals and organizations. The Center offers just-in-time, just-enough training tailored to needs. More than 80 percent of the ACT Center courses are web-based. Students have up to one year to complete a course. The ACT Center offers courses in seven major workforce development categories: Adult Literacy and Employability Skills, Computer Basics, English as a Second Language (ESL), Industrial Technology and Safety, Information Technology, Management and Leadership, and Personal and Professional Development.

CWE's other services include certification and licensure testing, workplace assessments, continuing education, skill-specific raining, and educational and career guidance.

CLEP Testing Service

The College-Level Examination Program (CLEP) offers opportunities for earning credit by examination. General examinations are offered in the following areas: Biology, Business, Chemistry, Composition/Humanities, Sociology, History, Language, Math, Political Science, and Psychology. In addition, subject examinations are given in many specific fields of study. Fairmont State Community and Technical College is an open testing site, therefore anyone, whether enrolled at Fairmont State Community and Technical College or not, may utilize this testing service. CLEP is computer based testing (CBT), which offers instant score reports, ongoing essay testing, and rights-only scoring.

Small Business Development Center

The Fairmont State Regional SBDC is a member of the West Virginia Small Business Development Center Network. The Regional SBDC has a central office located in the Center for Workforce Education offices, one at West Virginia University in Morgantown, and at Rail Yard Depot in Elkins. The Regional SBDC promotes economic development in north-central West Virginia through a program of free business assistance and entrepreneurial training.

Non-Traditional Students

Historically students over the age of 25 have been characterized as "non-traditional". Today more than 47% of college students fall under this non-traditional classification in U.S. higher education. However, non-traditional students or adult learners might be better defined as students who often exhibit one or more of the following seven characteristics:

Have delayed enrollment into post-secondary education
Attend part-time
Are financially independent of parents
Work full-time while enrolled
Have dependents other than a spouse
Are a single parent
Lack a standard high school diploma

By using these criteria, the National Center for Education Statistics estimates that over 60 percent of students in higher education could be classified as non-traditional.

Over the past two decades, enrollment of adult learners at Fairmont State has grown in both absolute numbers and in proportion to total enrollment. With this increase, the college recognizes the need for a pro-active approach to meeting the non-traditional student's individualistic and special needs. The unique circumstances of the non-traditional student requires that the college offer special support services in order for these students to achieve academic success and to enhance the students' capacities to become self-directed, lifelong learners.

Students needing assistance should contact the non-traditional student advisor in the Community & Technical College, Room 207 in the Hardway Building.

Transportation

As most of these programs require considerable student attendance at off-campus locations, it will be the student's responsibility to provide transportation to all clinical affiliates. The utilization of car pools, when appropriate, is encouraged to help meet the expense of those providing transportation.

Liability Insurance

Students in Nursing and Allied Health programs are covered by a group liability insurance handled by the State of West Virginia. The students are not obligated to maintain any other liability insurance.

Administrative Support
(Associate of Science)

The work environment has undergone drastic changes in the past few years. Among these changes is the role of the administrative support person in the workplace. This role has expanded into one that is broader in scope and requires more critical thinking, organizational, and decision-making abilities than ever before. The administrative assistant must also be proficient in major computer applications found in suite software, such as word processing, electronic presentations, spreadsheets, and database applications. The two-year Administrative Support program provides students with the updated skills and abilities that are expected of today's office support personnel.

Required Courses ..... 64 sem. hrs.

Accounting	201	Principles of Accounting I	3
	202	Principles of Accounting II	3
Business	102	Introduction to Business	3
	141	Business Mathematics	3
English	104	Written English I	3
	109	Technical Report Writing	3
IS	100	Computer Concepts and Applications	3
	220	Spreadsheet Design	3
	235	Microcomputer Applications in Business	3
Management			
	214	Office Management	3
OAD	200	Alphabetic Notetaking	3
	230	Introduction to Word Processing	3
	232	Word Processing Applications	3
	233	Database Applications	3
	240	Administrative Office Procedures	3
	241	Workplace Productivity	3
	242	Professional Internship and Portfolio Development	3
	250	Desktop Publishing	3
	251	Business Communications	3
Psychology	101	Introduction to Psychology	3
Speech Communication			
	100	Intro. to Speech Com.	3
Elective			1

The Administrative Support Associate of Science Degree and the Office Administration minor cannot be used to fulfill the minor requirements when the major is Office Administration.

Applied Design
(Associate of Applied Science)

Fashion Design/Interior Design

The A.A.S. degree in Applied Design offers two specializations; Fashion Design and Interior Design. The program provides opportunities for students to explore areas of interest, such as art and design, computer applications, or business.

Fashion Design includes the study of visual merchandising and computer aided design. It prepares students to pursue careers in fashion design, buying, fashion coordinating for department stores, fashion boutiques or retail firms, window display merchandizing, and independent apparel shop ownership. Classroom and studio work are combined with field experiences which may include fashion show production, field trips, and on-the-job work experience.

Interior Design prepares students for professional service in residential and/or commercial interior design. Students have various opportunities to explore and apply principles and elements of design and to create functional and aesthetic interior environments. Interior Design includes a study of design, space planning, construction materials, technical rendering, and presentation in conjunction with a business orientation. Graduates may choose to work professionally in a variety of retail businesses related to residential interiors, contract sales studios, or private firms and agencies.

Applied Design ..... 65 sem. hrs.
Core Courses ..... 41 sem. hrs.

AD	210	Textiles	3
AD	217	Visual Merchandising	3
	251	Applied Design	3
	275	Applied Design Practicum	4
	295	Guided Design Seminar	4
Business	102	Introduction to Business	3
	141	Business Mathematics	3
	205	Small Business Fundamentals	3
English	104	Written English I	3
	108	Written English II	3
Fine Arts		General Studies	2
		Practicum	1
IS	100	Computer Concepts and Applications	3
Sociology	110	Introductory Sociology	3

Fashion Design Option ..... 24 sem. hrs.

AD	101	Introduction to Clothing Construction	3
	102	Apparel Design	3
	103	Clothing and Culture	3
	115	Introduction to Fashion Industry	
	116	History of Contemporary Fashion	3
GCT	150	Computer Applications to Graphics	3
	290	Electronic Art and Computer Imaging	3
OAD	251	Business Communications	3

Interior Design Option ..... 24 sem. hrs.

AD	140	Introduction to Interior Design	4
	240	Residential and Contract Design	4
	250	Design in Home Furnishings	3
ARC	130	Architectural History I	3
Drafting	215	Architectural Drafting	4
	245	Architectural Design	3
	270	Fundamentals of CADD	3

Aviation Maintenance Technology
(Associate of Applied Science)

The Aviation Maintenance Technology program prepares graduates for careers as qualified maintenance technicians with airlines; fixed base operations, repair stations or aircraft manufacturers. This program is approved by the Federal Aviation Administration and meets the requirements for Federal Aviation Regulation 147.

Aviation Maintenance Technology ..... 68 sem. hrs.

AP	101	Intro. to Aviation Maintenance	3
	102	Aircraft Basic Science	3
	103	Aviation Shop Practices	3
	105	Aircraft Utility Systems	3
	106	Aircraft Information Systems	3
	109	Aircraft Electronics	3
	201	Reciprocating Engines & Systems	3
	202	Aircraft Sheet Metal Structures	3
	203	Reciprocating Engine Maintenance & Return to Service	5
	204	Propeller Systems	3
	205	Turbine Engines and Systems	3

	206	Aircraft Fluid Power & Landing Gear Systems	3
	207	Turbine Engine Maintenance & Inspection	3
	208	Cabin Atmosphere Control Systems	3
	209	Aircraft Flight Control Systems	3
	210	Non-Metallic Structures	3
AV	110	Aircraft Power Generation and Distribution Systems	3
CS	101	Applied Technical Programming	3
English	104	Written English I	3
	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
Social Science		Elective	3

Avionics Maintenance Technology

(Associate of Science)

This program prepares the student for a career as a qualified Avionics Technician. Graduates perform repairs and maintenance on aircraft communications and navigation equipment, radar and instrument systems. The FCC General Radio-Telephone license is required for graduation.

Avionics Maintenance Technology ..... 64 sem. hrs.

AV	102	Principles of Radio Transmitters and Receivers	3
	110	Aircraft Power Generation and Distribution Systems	3
	200	Electronics Flight Management Systems	3
	202	Instrument Landing Systems	3
	204	Aircraft Navigation Systems	3
	206	Aircraft Communications Systems	3
	208	Avionics Maintenance Practices	2
	209	Aircraft Pulse and Radar Systems	3
	210	FCC License Preparation	2
AM	100	Aircraft Flight Theory	3
ELE	100	Circuit Analysis I	3
	200	Electronic Shop Practices	3
	210	Circuit Analysis II	3
	215	Basic Transistors	3
	230	Digital Electronics	3
English	104	Written English I	3
	109	Technical Report Writing	3
CS	101	Applied Technical Programming	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Speech Communication			
	100	Intro to Speech Com.	3
Social Science		Elective	3

Avionics Line Maintenance Certificate

Avionics Line Maintenance ..... 32 sem. hrs.

AV	102	Principles of Radio Transmitters and Receivers	3
	110	Aircraft Power Generation and Distribution Systems	3
	200	Electronic Flight Management Systems	3
	202	Instrument Landing Systems	3
	204	Aircraft Navigation Systems	3
	206	Aircraft Communication Systems	3
	209	Aircraft Pulse and Radar Systems	3
	210	FCC License Preparation	2
ELE	100	Circuit Analysis I	3
English	104	Written English I	3
Math	101	Applied Technical Math I	3

Prerequisite: FAA (A&P) License

Business Administration

(Associate of Applied Science)

The A.A.S. degree in Business Administration is designed to offer students several options to concentrate their studies: (1) Accounting, (2) Banking, (3) Finance, (4) General Business, and (5) Marketing.

The objective of the associate degree program in business is twofold: (a) to provide individuals with an opportunity to develop job-related skills while concurrently increasing their awareness of their roles and responsibilities toward society and their profession, and (b) to meet the educational needs of the community by helping meet the requirements for trained manpower in the service region of the College. Specifically, the program is presently designed to allow students to select from associate degree program options that will provide them with the necessary skills to function professionally in the area(s) selected.

Places of employment:	Business Organizations
	Industrial Corporations
	Government Agencies
	Independent Firms and Businesses

Business Administration ..... 64 sem. hrs.

Required Courses ..... 40 sem. hrs.

Accounting			
	201, 202	Principles of Accounting I, II	6
Business	102	Introduction to Business	3
	141	Business Mathematics	3
	306	Business Law I	3
Economics			
	201, 202	Economic Principles and Problems I, II	6
English	104	Written English I	3
	109	Technical Report Writing	3
IS	100	Computer Concepts and Applications	3
Psychology	101	Introduction to Psychology I	3
Sociology	110	Introductory Sociology	3
Speech Communication			
	100	Speech Communication	3
Elective			1

Select one area of specialization from the following:

Accounting Specialization ..... 24 sem. hrs.

Accounting	215	Managerial Accounting	3
	216	Income Tax Procedures	3
	217	Concepts of Computerized Accounting	3
	301	Intermediate Accounting I	3
	302	Intermediate Accounting II	3
IS	235	Microcomputer Applications in Business	3
OAD	100	Microcomputer Keyboarding	3
	251	Business Communications	3

Banking Specialization ..... 24 sem. hrs.

Business	207	Business Law II	3
Finance	180	Principles of Banking	3
	201	Introduction to Financial Management	3
IS	235	Microcomputer Applications in Business	3

Select an additional 12 semester hours from the following:

Accounting	215	Managerial Accounting	3
Finance	260	Principles of Real Estate	3
	270	Principles of Insurance	3
	384	Bank Management	3
	385	Analyzing Financial Statements	3
	288	Consumer Lending	3
	392	Trust and Estate Planning	3
	294	Commercial Lending	3

Finance Specialization ..... 24 sem. hrs.

Business	207	Business Law II	3
Finance	201	Introduction to Financial Management	3
	385	Analyzing Financial Statements	3
IS	235	Microcomputer Applications in Business	3

Select an additional 12 semester hours from the following:

Accounting	215	Managerial Accounting	3
Finance	180	Principles of Banking	3
	260	Principles of Real Estate	3
	270	Principles of Insurance	3
	392	Trusts and Estate Planning	3
	307	Personal Finance	3
	350	Investments	3
IS	220	Spreadsheet Design	3

General Business Specialization ..... 24 sem. hrs.
..... 18 sem. hrs.

Business	205	Small Business Fundamentals	3
Finance	201	Introduction to Financial Management	3
	350	Investments	3
Management			
	209	Principles of Management	3
	308	Human Resource Management	3
Marketing	204	Principles of Marketing	3

Business and Economics Electives* 6

Marketing Specialization ..... 24 sem. hrs.

Finance	201	Introduction to Financial Management	3
Management			
	209	Principles of Management	3
Marketing	204	Principles of Marketing	3
	205	Salesmanship and Sales Management	3
	305	Distribution and Logistics Management	3
	320	Advertising and Sales Promotion	3

Select an additional 6 hours from the following:

Business	205	Small Business Fundamentals	3
IS	220	Spreadsheet Design	3
	235	Microcomputer Applications in Business	3
OAD	233	Database Applications	3
	251	Business Communication	3

*BUSINESS AND ECONOMICS ELECTIVES: May be taken in any one of several combinations agreed upon by the student and the advisor. Such combinations may include Accounting, Business, Economics, Finance, Information Systems, Management, Marketing, Mathematics 115 and/or 190, Office Administration 233 and or 251.

Criminal Justice

(Associate of Applied Science)

The criminal justice program at Fairmont State Community and Technical College provides students with a broad orientation to the entire system of criminal justice. In order to provide for persons with various backgrounds, career aspirations, etc., the program allows students (with advisor assistance and approval) some flexibility in structuring the curriculum to meet their individual interests and needs.

Places of employment:
- Local, county, and state governments
- Industrial commercial coordinators
- Security agencies
- Social service agencies

Types of jobs:
- Police officers
- Correctional officers
- Security/loss prevention
- Private investigators

Criminal Justice ..... 65 sem. hrs.
General Studies Courses ..... 30 sem. hrs.

English	104	Written English I	3
	108	Written English II	
		or	
	109	Technical Report Writing	3
IS	100	Computer Concepts and Applications	3
Pol. Sci.	103	American Government	3
Psychology	101	Introduction to Psychology	3
	250	Community Psychology	3
Sociology	110	Introductory Sociology	3
	200	Social Problems	3
Speech Com.			
	100	Speech Communication	3
Math or Science General Studies Course			3

Criminal Justice Required Courses ..... 18 sem. hrs.

CJ	100	Introduction to Criminal Justice	3
	101	Police Operations	3
	202	Principles of Criminal Law I	3
	206	Introduction to Corrections	3
	212	Abnormal Behavior and Crisis Intervention	3
	240	Adjudication Process	3

Criminal Justice Elective Courses ..... 12 sem. hrs.

CJ	199	Special Topics	1-6
	201	Traffic Law Enforcement	3
	204	Police Defense Tactics	1
	205	Natural Resource Laws	3
	209	Firearms	3
	215	Introduction to Private Security	3
	218	Police Administration	3
	220	Juvenile Justice Process	3
	225	Law of Corrections	3
	236	Criminal Investigation	3
	246	Criminal Evidence	3
Elective			5

Early Childhood

(Associate of Applied Science)

The Early Childhood Associate of Applied Science Degree includes the study of the growth and development of young children as well as the planning, preparation and implementation of appropriate curriculum for quality early childhood programs. Students have the opportunity to gain practical experience working with children at the campus Laboratory Preschool and in early childhood programs within the community.

The program prepares individuals to work in child care centers, Head Start Centers, and private preschools or nursery schools. Some graduates are employed in private homes as a nanny or in public schools as a paraprofessional. Other employment opportunities include positions in public and private organizations providing services for children.

Early Childhood students are required to meet all West Virginia Licensing Requirements for Child Care employees including a physical examination, tuberculosis test, valid food handler's card, two written references, first aid and CPR training and criminal background record check.

Early Childhood ..... 66 semester hours

Education	220	Areas of Exceptionality in Special Education	3
English	104	Written English I	3
	108	Written English II	3
Early Childhood			
	105	Development of Young Children	3
	106	Health and Safety in Early Childhood Programs	2
	107	Early Childhood Program Curriculum	3
	130	Foundations of Early Childhood	3
	206	The Child in the Family	3
	230	Theory of Early Childhood	3
	231	Administration of Early Childhood Programs	3
	232	Early Childhood Practicum I	3
	240	Infant and Toddler Development	3
	262	Early Childhood Practicum II	4
	283	Cognitive Development	3
Food Service Mgt.			
	110	Nutrition	3
	201	Principles of Food Selection and Preparation	3
	201L	Principles of Food Selection and Preparation Lab.	0
Human Services			
	103	Community Service Learning	1
IS	100	Computer Concepts and Applications	3
INTS	100	Race, Class, and Gender	3
Physical Science			
(Select one course from the following)			2
	101	Astronomy	
	102	Chemistry	
	103	Geology	
	104	Physics	
	105	History of Physical Science	
Sociology	110	Introductory Sociology	
		Children's Literature	3
Elective			3

Emergency Medical Services

(Associate of Applied Science)

Emergency Medical Services play a key role in the health care delivery system in the United States by providing the appropriate basic intermediate, and advanced life support to the sick and injured in the prehospital setting. The Emergency Medical Technician is the instrument used to provide this prehospital care. The EMT's primary responsibility is to provide expert emergency medical care to victims of emergencies and to transport them safely to the appropriate facility. Most duties are performed unsupervised, in a variety of circumstances, and often under considerable physical and emotional stress.

The primary goal of the Emergency Medical Services Program at Fairmont State College is to produce entry level basic, intermediate, and advanced Emergency Medical Technicians who are competent to work in career and volunteer positions within West Virginia's health care system.

Graduates of the program possess the knowledge, skills and confidence to provide high quality emergency care to the sick and injured in their respective communities. To be considered for admission into the EMS program, the applicant must:

1. Meet general admission requirements of Fairmont State College.
2. Submit an application for admission designating associate degree Emergency Medical Services as a major field of study.
3. Submit a resume or Statement of Activities to the Office of Admissions if the candidate is not a recent high school graduate.
4. Submit official high school transcript or verified GED score, ACT or SAT scores; and program application prior to the application deadline.
5. Attain a score of 19 or higher on the mathematics portion of the ACT (460 SAT Math) or have successfully completed DS 105, Elementary Algebra.
6. Attain a score of 18 or higher on the English portion of the ACT (450 SAT Verbal), or have successfully completed DS 107 or English 104.
7. Students admitted to the program must complete a physical examination, required immunizations and tests prior to participation in any EMS Practicum course.

After complying with the above steps the student must submit the following to the EMS Coordinator:

1. An application to the Emergency Medical Services Program.
2. Two letters of reference.
3. A photocopy of the following certifications if held by the applicant: EMT-Basic or EMT-Paramedic and American Heart association Provider and /or American Red Cross Professional Rescuer CPR certification.

Students must be able to travel to various clinical affiliate sites located throughout North Central West Virginia during the EMS Practicum courses. Additional mini-courses have been incorporated into the EMS 200 courses. Participation in these courses is mandatory. Certification fees are required for State or National certification by the agencies governing these courses.

Qualified students will be ranked according to an impartial scoring system. ACT or SAT scores; high school or college grade point average or GED score; active member of an approved West Virginia EMS provider; and college courses completed that apply to the EMS degree (if applicable) are considered in the evaluation process.

To remain in the EMS program and to be eligible to take the National Registry of EMT's Paramedic examination a student must receive a grade of C or above in every EMS course and in every required support course. A minimum cumulative 2.0 grade point average is required at the end of the program. Failure to meet any of these requirements will result in dismissal from the program. Readmission is on the basis of reapplication and reacceptance.

According to West Virginia Division of Health Legislative Rules 64 CSR 48-9 and 48-10, anyone wishing to receive certification from the West Virginia Office of Emergency Medical Services must meet and maintain the qualifications contained in these sections. Certification will be denied or revoked to anyone not being able to meet these requirements. Contact the West Virginia Office of Emergency Medical Services at 304-558-3956 or http://www.wvdhhr.org/ocrhs/wvems/WVEMS.htm for a copy of these requirements.

Model Schedule

Emergency Medical Services ..... 72 sem. hrs.

First Term (Fall Semester)

Biology	170	Anatomy & Physiology	4
EMS	100	Introduction to EMS	2
	103	Emergency Medical Technician Basic	7
	104	Emergency Medical Services - Operations	2
	106	Emergency Medical Services Practicum I	1
			16

Second Term (Spring Semester)

Allied Health			
	100	Medical Terminology	3
	106	Pharmacology	3
EMS	207	Airway Management/Patient Assessment	2
	208	Pathophysiology and Shock Trauma Resuscitation	3
	209	Emergency Medical Services Practicum II	2
English	104	Written English	3
			16

Third Term (Fall Semester)

EMS	210	Medical Emergencies	4
	211	Emergency Medical Services Practicum III	2
English	109	Technical Report Writing	3
IS	100	Computer Concepts & Application	3
Math	107	Fundamental Concepts of Mathematics	6
Psychology	101	Introduction to Psychology	3
			16

Fourth Term (Spring Semester)

EMS	212	Medical Emergencies II	4
	213	Special Patients & Situations	2
	214	Emergency Medical Services Practicum	2
	215	Assessment Based Management	2
Sociology	110	Introduction to Sociology	3
Elective			3
			16

Engineering Technology

These two-year programs prepare students for positions in industry in the occupational areas between the craftsman and the engineer, such as supervisors and technological and engineering assistants. The programs are excellent preparation for students who plan to work toward their baccalaureate degree.

As well as offering a concentration of courses in the technical fields, the curriculum includes general education courses with emphasis on acquiring skills necessary for job entry.

Architectural Engineering Technology ..... 64 sem. hrs. (Associate of Science)

Required Courses

ARCH	130	Architectural History I	3
	160	Architectural History II	3
	210	Design I	4
	225	Architectural CADD	3
	250	Design II	4
Art	111	Art Fundamentals	3
CIV	210	Light Construction	4
CS	101	Applied Technical Programming	3
English	104	Written English	3
	108	Advanced Written English	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
MEC	100	Statics	3
Physics	101	Introduction to Physics	4
	102	Introduction to Physics	4
Speech Communication			
	100	Speech Communication .	3
Arch. Drawing Elective			3
Fine Arts Elective			2
Social Science Elective			3
Elective			3

Civil Engineering Technology (TAC of ABET Accredited) ..... 67 sem. hrs. (Associate of Science)

Required Courses

Chemistry	101	General Chemistry	4
CIV	200	Introduction to Surveying	3
	210	Light Construction	4
	220	Construction Materials and Methods	4
	230	Construction Estimating	3
	240	Construction, Land and Route Surveying	3
	275	Civil Engineering Graphics	3
	280	Environmental Engineering Technology I	3
	290	Introduction to Structures	3
DRF	270	Fundamentals of CAD	3
Economics	200	Introduction to Economics	3
English	104	Written English I	3
	108	Written English II	3
IS	100	Computer Concepts and Applications	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3

MEC	100	Statics	3
	200	Strength of Materials	4
Physical Science			
	103	Geology	2
Speech	100	Intro. to Speech Comm.	3
TEC	290	Engineering Analysis I	4

Drafting/Design Engineering Technology (TAC of ABET Accredited) ..... 65 sem. hrs. (Associate of Applied Science)

Required Courses

DRF	100	Engineering Graphics	3
	205	Technical Illustration	3
	215	Architectural Drafting	4
	225	Descriptive Geometry	3
	235	Technical Drafting	3
	245	Architectural Design	3
	255	Tool Design	4
	270	Fundamentals of CAD	3
Economics	200	Introduction to Economics	3
English	104	Written English I	3
	109	Technical Report Writing	3
IS	100	Computer Concepts and Applications	
		or	
CS	101	Applied Technical Programming	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
MFG	100	Materials and Processes	3
Physics	101	Introduction to Physics	4
	102	Introduction to Physics	4
Speech Communication			
	100	Speech Communication .	3
TEC	290	Engineering Analysis I	4
Tec Elective			3

Electronics Engineering Technology (TAC of ABET Accredited) ..... 69 sem. hrs. (Associate of Science)

Required Courses

CS	101	Applied Technical Program	3
DRF	100	Engineering Graphics	3
Economics	200	Introduction to Economics	3
ELE	100	Circuit Analysis I	3
	200	Electronic Shop Practices	3
	210	Circuit Analysis II	3
	215	Basic Transistors	3
	220	Linear Electronics	3
	230	Digital Electronics	3
	240	Industrial Electronics	3
	250	AC-DC Machinery and Controls	3
	260	Communication Systems	3
	270	Microcomputer Systems	3
	280	Programmable Controllers	3
English	104	Written English I	3
	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Physics	101	Introduction to Physics	4
	102	Introduction to Physics	4
Speech Communication			
	100	Intro. to Speech Comm.	3
TEC	290	Engineering Analysis I	4

Graphics Technology ..... 64 sem. hrs. (Associate of Science)

Common Core ..... 47 sem. hrs.

DRF	100	Engineering Graphics	3
English	104	Written English I	3
	108	Written English II	3
GCT	100	Graphic Communications Processes	3
	150	Computer Applications to Graphics	3
	200	Introduction to Desktop Publishing	3
	210	Graphics-Methods and Materials	3
	225	Basic Photography	3
	230	Layout and Design	3
	250	Graphics Practicum	4
	280	Electronic Publishing	3
IS	100	Computer Concepts and Applications	3
Math	107	Fundamental Concepts of Mathematics	3
Speech Communication			
	100	Speech Communication .	3
		Social Science Elective	3
Elective			1

Commercial Design Option ..... 17 sem. hrs.

Art	140	Art Structure and Applied Design I	3
	141	Art Structure and Applied Design II	3
	142	Drawing	3
	155	Theory of Art	2
	241	Drawing from Life	3
GCT	235	Layout and Design II	3

Electronic Publishing/Imaging Option ..... 17 sem. hrs

DRF	270	Fundamentals of CAD	3
GCT	235	Layout and Design II	3
	270	Screen Printing Techniques	3
	290	Electronic Art & Computer Imaging	3
Fine Arts		Fine Arts Elective	2
OADM	100	Microcomputer Keyboarding	
		or	
	101	Beginning Typewriting/Keyboarding	3

Printing Production Option ..... 17 sem. hrs.

Fine Arts		Fine Arts Elective	2
GCT	255	Advanced Image Transfer	3
	265	Estimating and Cost Analysis	3
	270	Screen Printing Techniques	3
	275	Production (Offset, Screen Printing)	3
TEC	101	Introduction to Technology	3

Minor, B.A. and B.S. Degree ..... 33 sem. hrs.

Art	140	Art Structure and Applied Design	3
	141	Art Structure and Applied Design	3
	142	Drawing	3
	241	Drawing from Life	3
	363	Painting in Watercolor	3
GCT	100	Graphic Communication Processes	3
	150	Computer Applications to Graphics	3
	200	Introduction to Desktop Publishing	3
	210	Graphics - Methods and Materials	3
	225	Basic Photography	3
	230	Layout and Design I	3

Manufacturing Engineering Technology ..... 69 sem. hrs.
(Associate of Science)

Required Courses ..... 50 sem. hrs.

CS	101	Applied Technical Programming	3
DRF	270	Fundamentals of CAD	3
English	104	Written English I	3
	108	Written English II	3
Economics	200	Economics	3
IS	100	Computer Concepts and Applications	3
ELE	100	Circuit Analysis I	3
	250	AC/DC Machinery & Controls	3
	255	Instrumentation and Controls	3
Math	101	Applied Tech. Math I	3
	102	Applied Tech. Math II	3
MFG	100	Materials & Processes	3
	110	Machine Shop	4
	205	Engineering Economy	3
	225	Computer Numerical Control I	3
SAF	201	Safety and Environmental Components of Industry	3
Speech Communication			
	100	Intro. to Speech Comm.	3

Select one of the following:

Automation Option ..... 17 sem. hrs.

TEC	290	Engineering Analysis I	4
MEC	100	Statics	3
	200	Strength of Materials	4
MFG	250	Total Quality and SPC	3
	325	Computer Numerical Control II	3

MCACEC Electrician Option ..... 17 sem. hrs.

ELE	200	Shop Practices	3
MFG	190	MCACEC Internship	14

Mechanical Engineering Technology
(TAC of ABET Accredited) ..... 67 sem. hrs.
(Associate of Science)

Required Courses

CS	101	Applied Technical Programming	3
DRF	100	Engineering Graphics	3
	235	Technical Drafting	3
	270	Fundamentals of CAD	3
Economics	200	Introduction to Economics	3
ELE	100	Circuit Analysis I	3
	250	AC-DC Machinery and Controls	3
English	104	Written English I	3
	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
MEC	100	Statics	3
	200	Strength of Materials	4
	210	Thermodynamics I	3
	220	Fluid Mechanics	3
	240	Machine Design I	3
FG	100	Materials and Processes	3
Physics	101	Introduction to Physics	4
	102	Introduction to Physics	4
Speech Communication			
	100	Intro. to Speech Comm.	3
TEC	290	Engineering Analysis I	4

Food Service Management

(Associate of Applied Science)

Preparation for supervisory or middle management positions in the fast-growing hospitality industry is provided by the two-year Food Service Management Degree.

Basis courses for the degree give knowledge of sanitation, equipment, food purchasing, food merchandising, quantity foods, and personnel management. Actual on-the-job-and laboratory experience are important parts of the 67 hours degree program. This program will serve as a basis background for further study in Culinary Arts , Dietary Manager, and/or Institutional Food Service Management.

The program allows some flexibility for men and women who have been or are already employed in food service work to have appropriate credit waived. This degree will also offer opportunities for advancement that may not otherwise exist for food service workers.

Places of employment:
- Airlines
- Cafeterias
- Catering
- Clubs
- Industrial food management
- Restaurants
- Organizations

Types of jobs:
- College-School Food Services
- Fast Food Service Operations
- Food Directors
- Commercial Food Processing
- Hospitals/Long-term care facilities
- Food Managers (Chain Operations)
- Hotels, Motels
- Chef's Assistants
- Cooks

AAS Food Service Management ..... 67 hours

Food Service Management Core Courses ..... 34 hrs

ENG	104	Written English I	3
	108	Written English II	3
FMS	110	Nutrition	3
	121	Food Service Facilities and Equipment	3
	122	Sanitation and Safety	3
	140	Food Service Cost Analysis and Management	3
	201	Principles of Food Selection and Preparation	3
	202	Principles of Quantity Food Production	3
	203	Principles of Food Selection and Prep. Lab	1
	204	Principles of Quantity Food Pro. Lab	1
	224	Purchasing and Receiving	3
	228	Food Service Organization and Management	3

IS	100	Computer Concepts and Applications	3

Institutional Food Service Management Option — 33 hrs

ACCT	201	Principles of Accounting	3
BUS	102	Intro to Business	3
PHY. SCI.	102	Chem. or 104 Physics	2
FSM	119	Intro to Food Service Industry	3
	227	Food and Beverage Merchandising	3
	229	Food Service Practicum	10
Management			
	209	Principles of Management	3
		Restrictive Elective (Select one)	3
ECON	200	Economics	3
INDS	100	Race, Class, and Gender	3
	280	Empowering Leadership	3
Psychology	101	Intro to Psychology	3
Sociology	110	Introductory to Sociology	3

Culinary Arts Option — 33 hrs

FSM	119	Intro to Food Service Industry	3
	130	Basic Baking	3
	209	Food Specialties Garde Manager	3
	227	Food and Beverage Merchandising	3
	229	Food Service Practicum	12
Marketing	205	Salesmanship and Sales Management	3
Management			
	209	Principles of Management	3
Restricted Elective (Select one)			3
Economics	200	Economics	3
INDS	100	Race, Class, and Gender	3
INDS	280	Empowering Leadership	3
Sociology	110	Introductory Sociology	3
Psychology	101	Intro to Psychology	3

Dietary Manager Option — 33 hrs

AH	100	Medical Terminology	3
Biology	170	Anatomy and Physiology	4
FSM	220	Diet Therapy	3
	229	Food Service Practicum	15
	250	Applications in Community & Medical Nutrition	3
FSM	260	Seminar in Dietary Management	2
Sociology	110	Introductory Sociology	3

General Studies

(Associate of Arts)

The General Studies Associate of Arts degree is excellent for students who wish to complete a degree before planning a specific career objective. Some technical and professional occupations require applicants to have completed at least two years of college before entering their training programs. The General Studies degree will give students that background.

This degree also benefits those students who are undecided about a major and those who wish to improve their general education or update their skills. The courses follow the General Studies curriculum of the College.

There are a number of ways in which a General Studies Associate of Arts degree may be useful:

- Two-year degree needed for some technical and professional training programs.
- Continuation or transfer into four-year degree programs.
- Minimal college degree for those temporarily unable to complete a four-year program.
- Background in a variety of liberal arts courses which may facilitate career selection.

General Studies
64 sem. hrs.

Semester 1

English 104	3
Art 255 or Music 205 or Theatre 100	2
History or Social Science	3
Fitness and Wellness 100	2
Science	2-4
Math 107	3
	15-17

Semester 2

English 108	3
History or Social Science	3
Science	4
Electives	7
	17

Semester 3

English 220 and 221 or 230 and 231*	3
History or Social Science	3
Science**	2
Electives	8
	16

Semester 4

English 220, 221 or 230, 231	3
History or Social Science	3
Speech Communication 100	3
General Studies Elective	3
Electives	4
	16

*The Literature courses must be taken in the same sequence: 220, 221 or 230, 231.

**If students select the Physical Science option, they will need two more hours during the third semester. The History or Social Science and Science or Math requirements of this program must be fulfilled by courses that are listed in the General Studies requirements for the Bachelor of Science (B.S.) Degree.

Health Information Technology

(Associate of Applied Science)

The Health Information Technology Program is designed to prepare students to work as a health information technician in various health care facilities.

The health information technician is trained in all functions of health information systems including record assembly, analysis, abstracting, storage and retrieval, statistical reporting and analysis, transcription, legal aspects of health information with release of information, disease and operation coding and indexing including computer use and DRG assignments, requirements for licensure and accreditation, quality assessment, risk management and management.

In addition to the mastery of technical skills in word processing equipment, abstracting data to support quality assessment activities and support to various committees the technician will be prepared to accept the responsibility of supervising health information operations in a variety of health facilities.

The Health Information Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), in cooperation with the American Health Information Management Association's Council on Accreditation. Graduates of the program are eligible to apply to write the accreditation examination of the American Health Information Management Association for the designation RHIT-Registered Health Information Technician.

Applicants are advised to make application before March 1.

Admission to the program is bases on high school transcripts, ACT or SAT or placement testing (COMPASS English and Math), and college transcripts when applicable.

To remain in the HIT program, a student must receive a grade of "C" or above in every HIT course and in prerequisite course. Support courses identified as prerequisites of subsequent HIT courses require a "C" or above to progress. Failure to meet these requirements will result in dismissal from the program. If a student withdraws from a HIT course during the program, they may be subject to dismissal from the program. Readmission is on the basis of space availability, faculty review, and credentials review. An overall "C" average must be maintained in order to graduate from the HIT program. Additionally, in order to graduate from the college, the student must achieve a "C" or above in English 104 and English 108.

Places of Employment:
- Hospitals
- Physicians Offices
- Clinics
- Health Agencies
- Supply Vendors

Types of Employment:
- Health Information Clerk
- Transcriptionist
- Supervisor
- Medical Audit/DRG Analyst
- Coder

Health Information Technology ..... 72 sem. hrs.

Semester I

Allied Health	100	Medical Terminology	3
English	104	Written English I	3
HIT	104	Introduction to Health Information	3
	107	Storage Systems	3
IS	100	Computer Concepts and Applications	3
Psychology	101	Introduction to Psychology	3
			18

Semester II

Biology	170	Anatomy and Physiology	4
English	108	Written English II	3
HIT	105	Computers in Health Care	3
	109	Health Care Statistics	3
	110	Legal Aspects of Health Information	3
Sociology	110	Introductory Sociology	3
			19

Summer I

HIT	115	Alternate Care Settings	2

Semester III

AH	102	Pathophysiology	3
HIT	200	Interpretation of Diagnostic Data	3
	203	Quality Assessment/Utilization Review	3
	205	Classification System I	5
	206	Clinical Practicum I	4
			18

Semester IV

HIT	202	Reimbursement Systems	3
HIT	207	Health Information Supervision	5
	208	Clinical Practicum II	4
	209	Classification System II	3
			15

Information Systems

(Associate of Applied Science)

The two-year Information Systems program prepares students for employment in the information processing field.

The primary duties of a graduate of the Information Systems degree program include entering data in the form of characters and numbers, processing that data , and preparing suitable output products. Graduates will be able to operate a microcomputer and software with ease as well as navigate between different application packages. Emphasis is placed on critical thinking skills and the development of effective communication skills. Graduates will be prepared for various technology-intensive office occupations in a wide variety of organizations. The combination of technical competence and critical thinking ability will position the graduate for entry level as well as intermediate positions, and to advance throughout his or her career choice.

Information Systems ..... 62 – 64 sem. hrs.
Required courses ..... 45 sem. hrs.

Accounting	201	Principles of Accounting I	3
	202	Principles of Accounting II	3
Business	102	Introduction to Business	3
English	104	Written English I	3
	108	Written English II	3
IS	100	Computer Concepts & Applications	3
	200	Fundamentals of Information Systems	3
	205	Information Technology-Hardware and Software	3
	301	Networking Fundamentals	3
OAD	242	Professional Internship and Portfolio Development	3
	302	Business Communication	3
Management	214	Office Management	3
Math	107	Fundamental Concepts of Math (or higher math)	3
Psychology	101	Introduction to Psychology	3
Speech	100	Intro. to Speech Com	3

Choose one of the following areas of specialization.
Application Emphasis: ..... 18-19 sem. hrs.

IS	210	Applied Business Programming	3
		or	
	339	Programming File & Data Structures	4
	220	Spreadsheet Design	3
OAD	230	Introduction to Word Processing	3
	232	Word Processing Applications	3
	233	Database Applications	3
	250	Desktop Publishing	3

Networking Emphasis: ..... 18-19 sem. hrs.

IS	210	Applied Business Programming	3
		or	
	339	Programming File & Data Structure	4
	235	Microcomputer Applications in Business	3
	251	Router Theory and Router Technologies	3
	252	Advanced Routing and Switching	3
	310	System Analysis and Design	3
Elective			3

Application Emphasis: The application emphasis is designed to provide skills necessary to use applications software packages to solve business problems. The courses in the application emphasis include in-depth studies of word processing, spreadsheet design, database administration and desktop publishing.

Networking Emphasis: The networking emphasis is designed to provide students with a comprehensive and practical foundation in the major areas needed to install and manage a computer network. The courses in the networking option include networking fundamentals, routers and router configuration, advanced routing and switching and system analysis.

Medical Laboratory Technology

(Associate of Applied Science)

The two-year Medical Laboratory Technology (MLT) Program is nationally accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 8410 Bryn Mawr Avenue, Suite 670, Chicago, IL 60631, 773-714-8880. The MLT Program provides learning experiences both on the FSC campus and in a clinical setting. In addition to general studies requirements and a laboratory based general science curriculum, 46 credit hours are required in MLT clinical lecture and laboratory courses, integrated with a hospital or clinic based practicum experience to complete the degree. Students will attend one or more of the following clinical affiliates during the second year of MLT instruction: Fairmont General Hospital in Fairmont; St. Joseph's Hospital in Buckhannon; Grafton City Hospital in Grafton; Preston County Memorial Hospital in Kingwood; Stonewall Jackson Memorial Hospital in Weston; Louis A. Johnson VA Medical Center; the United Hospital Center in Clarksburg; and The Washington Hospital in Washington, PA. Students must be willing to drive to these sites or any other site that becomes an affiliate of the MLT program. To be considered for admission to the MLT program, the applicant must:

Meet the general admission requirements of Fairmont State College.

Have successfully completed courses in Biology, Chemistry and Algebra in high school or college.

Have a score of 19 or better in the Math portion of the ACT (or SAT equivalent) or have successfully completed Math 095.

Have a score of 18 or better in the English portion of the ACT (or SAT equivalent) or have successfully completed DS 107. (Students who have completed English 104 do not need to complete English 097.

Submit an application for admission designating associate degree medical laboratory technology as a major field of study, official ACT or SAT scores, GED or high school transcripts, and college transcripts to the Registrar's Office by January 31 to be considered for the following academic year. If space is available in the class, applications will be considered after the deadline.

An impartial scoring system is employed to rank the MLT applicants. ACT or SAT scores, high school or college GPA or GED scores, grades in chemistry, biology and algebra and college courses completed which are applicable to the MLT degree are considered in the evaluation process. Applicants who are not admitted to the program must reapply if they wish to be considered for acceptance the following academic year.

To remain in the MLT program, a student must obtain a "C" or above in every MLT class and maintain an overall GPA of 2.0, and a science GPA of 2.0. Failure to meet any of these requirements will result in dismissal from the program. Students who have been dismissed may reapply to the program and their credentials will be reevaluated. To graduate from the MLT program, a student must have a cumulative GPA of at least 2.0.

Graduates of the MLT program are eligible to take a national certification examination. However, graduation from the MLT program is not contingent upon passing any certification examination. When the exam is successfully completed the student will be granted national MLT or CLT status. Program graduates may work in hospitals, clinics, independent laboratories, physician's offices, public health agencies, pharmaceutical labs, and research laboratories. Graduates may also continue in higher education earning a Bachelor's and/or Master's degree in Medical Technology, Allied Health or a related field.

Medical Laboratory Technology ..... 72-74 sem. hrs.

Model Schedule

		Semester I	
English	104	Written English I	3
Math	111	Intermediate Algebra	3
		or	
	112	College Algebra	3
Chemistry			
	101	General Chemistry	4
		or	
	*105	Chemical Principles	5
Biology	170	Anatomy & Physiology	4
MLT	101	Introduction to MLT	1
	103	Clinical Serology	2
			17-18
		Semester II	
Chemistry	102	General Chemistry Principles	4
		or	
	*106	Chemical	5
MLT	104	Urinalysis and Body Fluids	2
	105	Lab Math & Instrumentation	3
	160	Clinical Microbiology I	4
	180	Immunohematology	4
			17-18
		Summer I	
MLT	218	Hematology	4
		Summer II	
English	108	Written English II	3
		Semester III	
MLT	219	Clinical Microbiology II	4
MLT	220	Clinical Biochemistry	4
MLT	221	Clinical Practicum I	4
MLT	222	Clinical Practicum II	4
			16
		Semester IV	
MLT	223	Clinical Practicum III	4
MLT	224	Clinical Practicum IV	4
MLT	225	Seminar	2
			10

Nursing

(Associate of Science)

The mission of the Associate Degree Nursing program is to provide quality nursing education to people in north central West Virginia and beyond. The program is designed to prepare graduates for a challenging and satisfying career as a nurse. The curriculum includes a balance of nursing and non-nursing courses. Students have the opportunity to apply nursing theory and skills in the campus laboratory as well as in clinical settings which may include hospitals in Morgantown, Clarksburg, and Fairmont as well as nursing homes, a rehabilitation center, schools, clinics, and physician's offices. The psychiatric nursing experience takes place

in Weston and Morgantown during the summer. Students are expected to provide their own transportation to all clinical experiences.

Fairmont State's associate degree nursing program is designed to produce a graduate who is able to:

1. Initiate client care using critical thinking skills to make reasoned decisions.
2. Practice social and professional accountability and responsibility.
3. Synthesize knowledge from nursing and the physical, biological, behavioral, and social sciences to implement the nursing process.
4. Establish effective therapeutic communication with clients.
5. Demonstrate competency in therapeutic nursing interventions.
6. Coordinate client care functioning in the multiple roles of care provider, teacher, communicator, manager, and member of the profession.

An impartial computerized scoring system is employed to rank applicants to the nursing program. ACT or SAT scores; high school or college grade point average or GED scores; grades in chemistry, biology, and algebra; and college courses completed that apply to the nursing degree (if applicable) are all considered in the evaluation process. Applicants who are not admitted must reapply if they wish to be considered for the next academic year.

To remain in the nursing program, a student must receive a grade of "C" or above in every nursing course and in every required support course. Failure to meet either of these requirements will result in dismissal from the program. Readmission is on the basis of reapplication and reacceptance.

To graduate from the nursing program, a student must have a grade of "C" or above in every nursing course and a cumulative 2.0 grade point average.

Graduates of the program are eligible to take the National Council Licensing Examination for licensure as a Registered Nurse. For licensure in West Virginia, candidates must meet the following legal requirements delineated in the West Virginia Code, Chapter 30, Article 7, Section 6 and 11. These requirements are:

1. Is of good moral character.
2. Has completed an approved four-year high school course of study or the equivalent thereof.
3. Has completed an accredited program of registered professional nursing education and holds a diploma of a school accredited by the board.
4. Has not been convicted of a felony or violated any standards listed in 30-7-11 of the WV Code for Registered Professional Nurses.

The nursing program is accredited by the West Virginia Board of Examiners for Registered Professional Nurses and the National League for Nursing Accreditation Commission, Accrediting Commission, 61 Broadway-33rd Floor, New York, NY 10006. Associate Degree Nurses are qualified to work in hospitals, nursing homes, physicians' offices and clinics. Graduates may also continue in higher education toward Bachelor's and Master's degrees in nursing and related fields.

Nursing ..... 69 sem. hrs.

Model Schedule

Semester 1 (Fall)

English	104	Written English	3
Nursing	101	Fundamentals of Nursing	6
FSM	220	Diet Therapy	3
Biology	170	Anatomy and Physiology	4
			16

Semester 2 (Spring)

Psychology	101	Introduction to Psychology I	3
Nursing	103	Medical-Surgical Nursing	8
Biology	205	Technical Microbiology	4
Allied Health	106	Introduction to Pharmacology	3
			18

Summer Session

Nursing	201	Psychiatric Nursing	5

Semester 3 (Fall)

English	108	Written English	3
Sociology	110	Introduction to Sociology	3
Nursing	202	Medical-Surgical Nursing	8
Nursing	204	Trends in Nursing	2
			16

Semester (Spring)

Pol. Sci.	103	American Government	3
Nursing	205	Maternity Nursing (8 weeks)	4
	206	Nursing of Children (8 weeks)	4
INDS	100	Race, Class, and Gender	3
			14

Articulation for Licensed Practical Nurses

Licensed practical nurses who are admitted to the Associate Degree Nursing Program may be eligible for credit by examination or articulation for the following courses:

Nursing	101	Fundamentals of Nursing	6
FSM	220	Diet Therapy	3
AH	106	Introduction to Pharmacology	3
Biology	170	Anatomy and Physiology	4

Licensed Practical Nurses admitted to the program take Nursing 102, "Transition for Licensed Practical Nurses."

Occupational Development

(Associate of Applied Science Degree)

Building and Construction Trades ..... 64 sem. hrs.
Child Care Practitioner ..... 65 sem. hrs.
Correctional Officer ..... 68 sem. hrs.
Emergency Medical Services ..... 72 sem. hrs.
Fire Fighter ..... 65 sem. hrs.
Food Service Specialist ..... 64 sem. hrs.

The Associate of Applied Science degree program in Occupational Development involves a formal partnership between

Fairmont Community and Technical College, the U.S. Department of Labor Bureau of Apprenticeship and Training, and labor unions. Apprentices who seek the A.A.S. in Occupational Development earn part of their college credits from designated classroom training and On-the-Job training that are required in their apprenticeship programs and other college credits through enrollment in courses at Fairmont Community and Technical College. These A.A.S. degrees require a total of 63-72 credits.

For additional information on the availability of Occupational Development Degrees and specific requirements, contact the Community and Technical College Office.

Physical Therapist Assistant

(Associate of Applied Science)

The Physical Therapist Assistant (PTA) is a licensed health care provider who works within a physical therapy setting under the supervision of a Physical Therapist. The PTA assists in the practice of physical therapy by performing delegated patient-related activities. These activities include performing selected treatment procedures, and observing, recording and reporting of patient responses. Career opportunities for PTAs can be found in hospitals, clinics, rehabilitation centers, nursing care facilities, offices of physical therapists in private practice, and in home health care.

Admission to the PTA program is competitive. Applicants must have at least at 2.0 grade point average; a score of 18 or higher on the English portion of the ACT or successful completion of English 097 or English 104; and successful completion of biology, chemistry, and algebra in high school or college. FSC and PTA program applications, official high school and college transcripts, and official ACT or SAT scores must be submitted to the Office of Admissions by January 31 to be considered for the next entering class.

Students must have a "C" or better in every course that is part of the curriculum and at least a 75% test average in PTA courses to continue in the program. Following successful completion of the program, students are eligible to take the licensing examination.

Physical Therapist Assistant ..... 70 sem. hrs.

Fall Semester - First Year

Allied Health	100	Medical Terminology	3
Biology	170	Anatomy and Physiology	4
English	104	Written English I	3
Psychology	101	Introduction to Psychology I	3
PTA	100	Introduction to Physical Therapy	2
IS	100	Computer Concepts	3
			18

Spring Semester - First Year

Allied Health	102	Pathophysiology of Disease	3
English	108	Written English II	3
PTA	101	Patient and Professional Relationships	2
	102	Introduction to Patient Care	3
PTA	105	Kinesiology	3
	106	Clinical Ed. I	1
			18

Summer - First Term

PTA	104	Techniques II	2
	104	Clinical Ed. II	2
			4

Fall Semester - Second Year

PTA	200	Physical Therapist Assist. Techniques III	4
	201	Physical Therapist Assist. Techniques IV	4
	202	Physical Therapist Assist. Techniques V	4
	204	Clinical Ed. III	3
Speech Communication	100	Intro. to Speech Communication	3
			18

Spring Semester - Second Year

PTA	205	Capstone Seminar	2
	206	Clinical Education IV	5
	207	Clinical Education V	5
			12

Sign Language Interpreter

(Associate of Arts)

The Sign Language Interpreting Program (SLIP) prepares interpreters to facilitate communication between the Deaf and hearing impaired and the hearing communities.

Interpreters, considered bilingual/bicultural mediators in communication, are employed in a variety of settings, depending on their education, experience, and areas of expertise. Educational interpreting, in particular, is a profession that has grown in response to legislation, Public Law 94-142, which made it possible for Deaf and hard of hearing children—assisted by interpreters—to attend their local schools with hearing peers. Other employment possibilities include medical, legal, governmental, and religious settings as well as various public service roles (conventions, concerts, theatre, etc.).

Covering requisite skills, the Program prepares its graduates to take the certification exam on which degree of proficiency determines level of certification.

Sign Language Interpreter ..... 64 sem. hrs.

Semester I

AS	104	Words and Usage	3
ASL	100	American Sign Language I	3
	101	Deaf Culture and History	2
	104	Expressive/Receptive Fingerspelling and Numbers	2
English	104	Written English I	3
Speech Communication	100	Intro. to Speech Comm.	3
	103	Listening Skills	1
			17

Semester II

ASL	102	Voice Interpreting I	2
	103	American Sign Language II	3
English	108	Written English II	3
IS	100	Computer Concepts and Applications	3
Speech Communication	107	Speech Improvement	3
			14

		Semester III	
ASL	106	Voice Interpreting II	2
	201	American Sign Language III	3
	202	Interpreting I	3
	199	Lab for 202	1
Psychology	101	Introduction to Psychology	3
Sociology	110	Introductory Sociology	3
			15

		Semester IV	
ASL	203	Voice Interpreting III	2
	204	American Sign Language IV	3
	205	Interpreting II	3
	199	Lab for 205	1
	206	Practicum	3
	207	Interpreter Business Ethics	1
Education	220	Areas of Exceptionality in Special Ed.	3
			18

Technical Studies

(Associate of Applied Science)

The Associate of Applied Science degree program in Technical Studies is designed for employees participating in approved education and training programs sponsored by business, industry, labor, or government to earn a two-year degree. Existing eligible education and training programs or custom designed programs determine a specific course of study for each program. Students who seek the Technical Studies degree earn part of their college credits from designated classroom training programs and On-the-Job training. Additional credits are earned through courses at Fairmont State Community and Technical College. The Technical Studies degree requires a total of 64-72 credits. For additional information on the availability of Technical Studies Degrees and specific requirements, contact the Community and Technical College Office.

Highway Technician ..... 72 sem. hrs.
Water and Wastewater Treatment ..... 71 sem. hrs.
Wood Production Technology ..... 64 sem. hrs.
Automotive Technology ..... 64 sem. hrs.

Veterinary Technology

(Associate of Applied Science)

The Veterinary Technology Program prepares individuals for a career as Veterinary Technicians (V.T.) in the very dynamic field of veterinary medicine. This is not a pre-veterinary medicine course of study. As assistants to veterinarians, V.T.s are involved in all aspects of animal health, disease, and welfare. Most graduates are employed in a private veterinary practice.

The most financially rewarding positions for V.T.s are in some aspects of Laboratory Animal Medicine. The V.T. Program, provides the opportunity to become certified as an Assistant Laboratory Animal Technician. Very productive careers are also available in diagnostic laboratories, pharmaceutical sales, biomedical research, therigenology, herd health management, and government agencies.

Admission to the Veterinary Technology program is competitive. Applications should be received by the Office of Admissions by March 1st. Applicants to the program must have a minimum GPA of 2.0, a score of 18 or higher on the English section of the ACT (or SAT equivalent) or successful completion of DS 107 or English 104, a score of 19 or better on the Math section of the ACT (or SAT equivalent) or successful completion of DS 105, and successful completion of high school chemistry and algebra. Experience in a veterinary hospital is highly desirable.

To continue in the V.T. Program, the student must meet the

following standards:

a. Pass all courses required for the A.A.S. Degree.
b. In order to begin the preceptorship phase the student must have an overall grade point average (G.P.A.) of 2.0 plus complete the following clinic related courses with a "C" or above: VT 113, VT 114, VT 116, VT 122, VT 125, VT 130, VT 210, Biology 170 and 205.
c. Continue to maintain the 2.0 G.P.A. overall and no less than a "C" grade in all V.T. courses.

Readmission to the program will be determined on an individual basis. This will be decided by the Admissions Committee on the basis of the qualifications of the student and on a space available standard. Students in good standing who withdraw from the program for unpredictable or uncontrollable reasons will be given priority consideration if they reapply.

Recommended Curriculum Schedule ..... 76 sem. hrs.

		Fall Semester - First Year	
English	104	Written English I	3
AH	100	Medical Terminology	3
VT	113	Introduction to Veterinary Technology	3
VT	114	Breeds and Breeding	2
VT	130	Animal Parasitology	3
Biology	170	Anatomy & Physiology	4
			18

		Spring Semester - First Year	
Biology	205	Technical Microbiology	4
IS	100	Computer Concepts & Applications	3
VT	116	Clinical Procedures	5
VT	122	Veterinary Pharmacology	3
VT	210	Laboratory Animal Techniques I	3
			18

		Summer (Both Terms)	
English	108	Written English II	3
VT	271	Preceptorship I	4
			7

		Fall Semester - Second Year	
Chemistry	101	General Chemistry	4
VT	212	Health Management of Farm Animals	3
VT	217	Clinical Laboratory Procedures	4
VT	222	Diseases of Domestic Animals	4
		General Studies Elective	3
			18

		Summer (Both Terms)	
VT	108	Seminar	3
VT	271	Preceptorship II	12
			15

Courses of Instruction

Academic Development Center

English 092. Reading and Study Skills **three hours**

Individualized and group instruction in the basic techniques of reading, including word recognition, vocabulary and comprehension skills, and in study skills, including time management, textbook comprehension, notetaking and test preparation. Offers institutional credit only. Credit hours will not apply towards hours required for graduation.

Math 093. General Math **three hours**

The following topics will receive attention in this course: basic operations (adding, subtracting, multiplying and dividing) whole numbers and fractions, decimals, and percents; solving reading problems; interpreting basic statistical information; implementing critical thinking skills to solve problems, and applying mathematics to daily living. Students with weak basic math skills are encouraged to enroll in Math 093 before enrolling in Math 094. Offers institutional credit only. Credit hours will not apply toward hours required for graduation.

Math 094. Pre-Algebra **three hours**

The following topics will receive attention in this course: positive and negative integers; order of operations; fractions; solving elementary equations, and their applications; and polynomial operations. Placement in Math 094 is determined by the student's ACT math score, SAT math score, or results of an institutional math placement test. Offers institutional credit only. Credit hours will not apply toward hours required for graduation.

Math 095. Elementary Algebra **three hours**

The following topics will be covered in this course: order of operations; algebraic expressions; factoring polynomials; working with rational expressions; solving linear, simultaneous, and quadratic equations and their applications; graphing equations; and working with roots and radicals. Prerequisite: Math 104 or high school algebra. **Students enrolling in this course should be able to manipulate fractions and positive and negative integers and to solve elementary equations.** Placement in 095 is determined by the student's ACT math scores, SAT math score, or the results of an institutional math placement test. Offers institutional credit only. Credit hours will not apply towards hours required for graduation.

Math 096. Elementary Geometry **three hours**

The following topics will be covered in this course: set notation; introduction to logic; inductive and deductive reasoning; direct and indirect proofs; introduction to points; analytical and graphical geometry. Math 096 is a prerequisite for students enrolling in math 101 who did not complete one unit of high school geometry.

English 097. Composition Skills **three hours**

This course is designed to improve students' skills in written composition in order to prepare them for college-level writing tasks. The course is taught via word processing and emphasizes the generation of a series of multi-paragraph essays. Students are taught to develop clear thesis statements and topic sentences, as well as coherent introductions, bodies, and conclusions with appropriate transitions and a minimum of mechanical errors. Placement in 097 is determined by the student's ACT English Score, SAT English score, or the results of an institutional English Placement test. Offers institutional credit only. Credit hours will not apply towards hours required for graduation.

Accounting
(School of Business and Economics)

201. Principles of Accounting I **three hours**

Fundamental accounting theory and procedures: Organization of accounts, the accounting cycle, working papers and the preparation of financial and operating statements for proprietorship.

202. Principles of Accounting II **three hours**

The second semester of this course is a further study of the accounting process as applied to various business organizations. The two semesters of this course are designed to give students an adequate understanding in the recording, classifying and summarizing of business transactions in order to proceed with the interpretation and analysis of accounting data. This course is a basic course for (1) accounting majors, (2) majors in other areas of business administration, and (3) those whose major interest is in economics, political science, law or other professional areas. PR: Accounting 201.

215. Managerial Accounting **three hours**

Managerial accounting course is designed to acquaint students with the use of accounting information for the purpose of managerial control and decision making. Concepts of cost, profit, and budgeting will be discussed and aspects of performance measurement and evaluation will also be covered. PR: Accounting 202.

216. Income Tax Procedures **three hours**

An introduction to the concepts of income taxation and the applications of these concepts through problem solving with the use of tax forms. PR: Accounting 202. May be used as an elective by Accounting Majors.

217. Concepts of Computerized Accounting **three hours**

Three hours lecture/lab time per week. This course is designed to reinforce topics presented in Principles of Accounting and to introduce the student to computerized accounting methods. Through hands-on computer work, the student will become familiar with accounting software and have the opportunity to work in greater depth with Principles of Accounting topics. PR: Accounting 202, OAD 100.

Allied Health
(School of Nursing and Allied Health Administration)

100. Medical Terminology **three hours**

Designed to enable the student to recognize medical words from the Greek and Latin parts, to spell and pronounce medical words correctly and to use a medical dictionary intelligently. Fall and Spring Semesters.

102. Pathophysiology of Disease **three hours**

Study of the disease process, terminology and association with the body structure.

106. Introduction to Pharmacology **three hours**

This course is designed to introduce the student to basic concepts of classification, action and implications related to the administration of medications. This course is required for nursing

students. PR: Biology 170 or Licensed as a Practical Nurse. Spring Semester.

199. Special Topics in Allied Health **one-twelve hours**

Studies in special selected topics. The topics to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs. As needed.

Applied Design
(Community & Technical College)

Fashion Design and Interior Design

AD 101. Principles of Clothing Construction **three hours**

The student will study the application of principles of clothing construction in relationship to selection of compatible fabric and design to produce garments for the individual. The student will use various fabrics during the development of construction techniques. The student will study the use and care of equipment and the techniques in pattern alterations.

AD 102. Apparel Design **three hours**

This course explores the fashion design industry from creation of the designer collection through retail merchandising. The students will create their own collection and develop a merchandising plan. Apparel design software will be used, in addition to traditional design and rendering techniques.

AD 103. Clothing and Culture **three hours**

This course is a cross-cultural study of clothing for the individual, family, and special needs groups, including fashion trends, fashion terminology, clothing and behavior, color and computer aided body analysis, professional dress and management, and socio-psychological aspects of clothing.

AD 115. Introduction to the Fashion Industry **three hours**

An overview of the fashion industry, past and present, with emphasis on career opportunities, the impact of fashion on world economy, and the fashion marketing system from manufacturer to consumer.

AD 116. History of Contemporary Fashion **three hours**

The study of historical costume from ancient times through modem costume will be covered to understand the impact of historical costume on contemporary design. Students will participate in restoration and display of period garments from the Masquers Historical Costume Collection.

AD 140. Introduction to Interior Design **four hours**

This course will include historical overview covering architectural and furniture periods, materials and components of Interior Design, and the design process through an introduction to drafting tools and techniques.

AD 199. Special Topics in Applied Design **one-four hours**

This course will provide an opportunity for students to further their study of principles and concepts in Fashion or Interior Design and to apply their knowledge in a variety of applications both in the traditional classroom setting and in work/job related experiences. The class will be an individualized, arranged course, with learning outcomes determined by the instructor in consultation with the student. May be repeated up to 4 hours credit. PR: Consent of instructor.

AD 210. Textiles **three hours**

The study of textile fibers from origin to end use will be covered. Consideration will be given to properties of textile fibers in relationship to performance and use, textile selection, maintenance for apparel and home furnishings, and textiles in the world economy.

AD 217. Visual Merchandising **three hours**

Visual merchandising for retail stores will be covered in this course. Both window and interior display will be included. Students will plan a store layout to include visual display areas. The student will plan and execute creative displays, applying principles of merchandise selection, development of a theme, props and layout, lighting, and targeting the customer, at in-house and/or off campus sites. AD 115.

AD 240. Residential and Contract Design **four hours**

Coordination of interior design components allows the students to develop and apply complete room plans and decorating schemes for various residential and commercial applications. Color, lighting, space needs and materials are covered. PR: AD 140.

AD 250. Design in Home Furnishings **three hours**

The principles and elements of design are explored through home furnishings and accessories. The course will include a study of interior textiles, furnishings, window treatments , and the appropriate selection of enrichment accessories. Computer aided design will be included.

AD 251. Applied Design **three hours**

This course will explore the principles and elements of design and will allow students to apply their knowledge in a series of projects, both two and three dimensional with a variety of materials and media. Focus will be on how the basic principles apply to Fashion and Interior Design.

AD 275. Applied Design Practicum **four hours**

Students will be placed in various businesses in the interior or fashion field to provide on-site training and experience. Preparation of an electronic portfolio and resume will be included. PR: AD 217 or AD 240.

AD 295. Guided Design Seminar **four hours**

A seminar for Interior Design or Fashion Design students that will require students to select a project, research the problem, and make a final juried presentation. PR: AD 217 or AD 240.

Art
(School of Fine Arts)

111. Art Fundamentals **three hours**

An introductory course to the elements/principles of design and the creative design process while exploring various media and techniques in two and three dimensional art forms.
ARCHITECTURE MAJORS ONLY!

140. Art Structure and Applied Design **three hours**

Introductory course in the principles and elements of design applicable to various media and techniques used in studio problems.

141. Art Structure and Applied Design **three hours**

Further study of the principles and elements of design, techniques and media with emphasis on the individual's creative development.

142. Drawing **three hours**

The development of technical skills in the use of various media for a fundamental knowledge stressing observation, memory training, and composition. Fall semester only.

155. Theory of Art **two hours**

Aesthetics and its application to studio work, as well as the philosophy, psychology, components, sociology, history of art, and art criticism. Fall semester.

199. Special Topics in Art **one-twelve hours**

Studies in selected areas of specialization to be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree or certificate programs. Three hours maximum credit per semester. PR: Instructors consent.

241. Drawing from Life **three hours**

Drawing from the posed model accompanied by analytical studies of anatomy. PR: 142. Spring semester.

255. Art Appreciation **two hours**

Considers the social, historical, and intellectual backgrounds and modern developments in the history of art.

Biology
(School of Science and Mathematics)

101. Principles of Biology **four hours**

Introductory studies concerning the following areas: chemical and physical properties of the cell, genetics, and some attention given to ecological relationships. Three hours of lecture and one two-hour laboratory per week. Not accepted toward fulfilling any biology degree requirements.

102. Biology of Organisms **four hours**

A study of plants and animals emphasizing basic life functions and their interrelationships to a changing environment. Three hours of lecture and one two-hour laboratory per week. Not accepted toward any biology degree requirements. PR: Biology 101

170. Anatomy and Physiology **three-four hours**

Examination of the architecture of cells, tissues, organs, and organ systems relationships which interact in the process leading to the total function of the human being. This examination will include a detailed study of the digestive, respiratory, excretory, nervous, reproductive, and endocrine systems as well as their interactions. Three hours lecture and one two-hour lab per week. The course is designed for the Allied Health Programs and will not count as an elective toward any biology degree requirements. The three (3) hours option is open only to students in certain designated programs who will not take the lab.

205. Technical Microbiology **four hours**

Designed for the Allied Health Programs to emphasize the history of microbiology, microbial morphology and structure; microbial growth and physiology; environmental effects on bacteria; inhibition and killing of bacteria; virulence, pathogenicity, and invasiveness of microbes; modes of disease transmission; resistance and immunity; and techniques of isolation; handling, culturing, identifying bacteria and the inhibition of bacteria. Safety, cleanliness, and responsibility are taught in the laboratory. Three hours of lecture and one two-hour lab per week. Biology 224 will not substitute for Biology 205 or vice versa.

Business Administration
(School of Business and Economics)

102. Introduction to Business **three hours**

This entry-level course helps the student when choosing a major. The course is a survey of the various fields of business designed to acquaint the student with the basic principles, practices, and employment opportunities of each field.

141. Business Mathematics **three hours**

This course is designed to provide knowledge and skill in the computation of the practical problems of business. The course content is an introduction to procedures in the fields of accounting, business finance, marketing, and related business subjects. This course does not meet the General Studies math requirement. Juniors and seniors in any four-year Business and Economics major are not permitted to take this class unless it is specifically required in the major.

199. Special Topics in Business **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

205. Small Business Fundamentals **three hours**

An introductory course designed to familiarize students with small business dynamics. Students analyze personal strengths and weaknesses relative to launching an entrepreneurial career. Attention is given to planning, financing, starting, and managing a new business.

Chemistry
(School of Science and Mathematics)

101. General Chemistry **four hours**

This course is a study of the theoretical concepts needed to understand typical chemistry phenomena. The concepts include the nature of science, matter and measurements, the stoichiometry of chemical reactions, solutions and the calculation of concentration, energy relationships in chemistry, modern atomic theory, chemical bonding and molecular structure, and the classification of reactions. Three lectures and one three-hour laboratory per week. PR: One year of high school algebra and a ACT Math score of 19 or Developmental Skills 105.

102. General Chemistry **four hours**

This course is an extension of Chemistry 101. It covers acid-base theory, chemical equilibrium, oxidation-reduction, and an introduction to organic chemistry which includes the various classes of organic compounds, their nomenclature, structure, properties and reactions. The synthesis of polymers and their uses are included. The course consists of three hours lecture and one three-hour laboratory per week. PR: Chemistry 101.

105. Chemical Principles **five hours**

This course and the following one, Chemistry 106, constitute a study of inorganic and elementary physical chemistry based on the topics stoichiometry, atomic and molecular structure, periodic properties, phase relations, solution chemistry, chemical equilibrium, kinetics, electrochemistry, and nuclear chemistry. Four lectures and one three-hour laboratory per week. PR: One year of high school algebra and an ACT Math score of 20 or Chemistry 101 with a grade of "C" or better.

106. Chemical Principles five hours
Three lectures will complete the coverage of the material listed above for Chemistry 105. Four lectures and one three-hour laboratory per week. PR: Chemistry 105.

Computer Science
(School of Science and Mathematics)

100. Concepts of Computing three hours
This course provides an overview of use and capability of computer hardware and software. Computer terminology and an understanding of similarities and capabilities of application software are emphasized. Developing skill in using specific applications is not the primary emphasis of the course. Included is (1) a discussion of the components of a current computer system and how they interact, (2) an introduction to a small variety of application software with emphasis on similarities of the applications, (3) data transfer between applications, copying files, downloading and uploading, (4) troubleshooting techniques for hardware and software problems, and (5) a discussion of computer programming. Classes will meet in a computer lab several times during the course as software is introduced. Assignments will include projects requiring use of the applications and a project involving the writing of an elementary program.

101. Applied Technical Programming three hours
This course will provide an introduction to the BASIC programming language as well as familiarity with microcomputer hardware and operating system commands. Several short programming projects will be assigned. The emphasis of the projects will be technological applications. This course may not be substituted for either CS 100 or CS 102. PR: Math 101.

Criminal Justice
(School of Social Science)

100. Introduction to Criminal Justice three hours
This course introduces the student to the three principal components of the criminal justice system: law enforcement, judiciary, and corrections. It will examine the history, structure, functions, and issues of each component, and introduce the student to the measurement of crime, criminological theories, criminal law, justice perspectives, and the juvenile justice system.

101. Police Operations three hours
The student will be introduced to the day-to day duties of a police officer. Emphasis will be placed on community and human relations, patrol and traffic functions, order maintenance, report writing, investigations, communications, interviewing, search and seizure, and arrest. Police stress and survival skills will also be discussed.

199. Special Topics in Criminal Justice one-twelve hours
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs. PR: CJ 100.

201. Traffic Law Enforcement three hours
The role of the police officer in traffic control and enforcement is examined in detail. Among the topics studies will be West Virginia traffic law, accident investigation and reconstruction, traffic education, and the interrelations of local, state, and federal agencies responsible for traffic functions. PR: CJ 100.

202. Principles of Criminal Law I three hours
Structure, definitions and interpretations of criminal statutes of particular interest. The scope, purpose, and definition of the criminal law in general, including the study of crimes against the person, property, and other offenses.

203. Computer Crime: Legal Issues and Investigation Procedures three hours
This course provides an overview of computer crime and procedures forensic computing specialists, law enforcement investigators and prosecutors must invoke to successfully prosecute computer criminals. PR: Consent of Instructor.

204. Police Defense Tactics one hour
The student will be exposed to the methods of physical protection, including the techniques of baton use, disarmament, and defense techniques.

205. Natural Resources Laws three hours
A study of the State Natural Resources Laws dealing with the objectives of the Department of Natural Resources, the meaning of these various laws and regulations and the authority granted officers in their enforcement. PR: CJ 100.

206. Introduction to Corrections three hours
A survey of the current correctional process in America which includes the origin and legal procedures of the present system and the effects of the system on the individuals well as on our society. Special emphasis is given to current theories of rehabilitation in the institution and in probation and parole. Emphasis is also given to the administration of the adult and juvenile institutions and the alternatives and future of the present system.

209. Firearms three hours
This course addresses safety precautions, legal provisions, moral aspects, principles of decision shooting, and restrictions in the use of firearms. Nomenclature and the firing process of the sidearm and shotgun will be demonstrated. PR: CJ 100.

212. Abnormal Behavior and Crisis Intervention three hours
A study of the recognition and handling of abnormal persons with emphasis on those mental conditions most encountered by the criminal justice practitioner. Methods of crisis intervention, basic conflict management, and referral and diversion will also be discussed. PR: CJ 100.

215. Introduction to Private Security three hours
Students will be introduced to the private security industry. The course will analyze the evolution, philosophy, responsibilities, and functions of private security. It will include risk management, occupational safety and health, public relations, and loss prevention measures. The student will examine similarities and differences between private security and public policing. PR: CJ 100.

218. Police Administration three hours
This course is a survey of public police administration and includes political influences and controls, principles of leadership, interpersonal and organizational communication, human resource management, labor relations, information systems and applications, planning and decision making, financial management, measurement of productivity, and organizational change. PR: CJ 101.

220. Juvenile Justice Process three hours
Definitions of delinquent behavior; contributing social problems; adolescence as a subculture; the adjudication process for juveniles - philosophy and practice; treatment procedures. PR: CJ 100.

255. Law of Corrections **three hours**
This course is designed to introduce the student to the concepts of law related to the rights of the accused and convicted in the corrections environment, both pre-conviction and post-conviction, including the constitutional rights of pretrial detainees and prisoners; remedies available for the violation of such rights; potential liability (civil and criminal) of corrections officials for violation of such rights and some practical applications of such principles. The course will utilize the case study method in combination with lectures and readings to achieve the stated goals. PR: CJ 206.

236. Criminal Investigation **three hours**
This course will survey the fundamental techniques of criminal investigation. Students will be exposed to the history of criminal investigation and criminalistic, interviewing and interrogation, physical evidence, crime scene procedures, crime analysis, investigation techniques, report writing and case preparation, and courtroom testimony. PR: CJ 100.

240. Adjudication Process **three hours**
Role and structure of prosecution, public defense, and the courts; basic elements of the substantive criminal law; procedural law and its relation to constitutional guarantees. PR: CJ 100.

246. Criminal Evidence **three hours**
Constitutional and procedural considerations affecting arrest, search and seizure, post-conviction treatment; origin, development, philosophy, constitutional basis of evidence, kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies; focus upon the case study approach. PR: CJ 100.

Early Childhood
(Community & Technical College)

EC 105. Development of Young Children **three hours**
The student will study the physical, social, emotional, and cognitive development of young children with the focus on the preschool period from ages three through five. The course emphasis will be on applying the theories and research of child development to practices and procedures used when working with young children in an early childhood program.

EC 106. Health and Safety in Early Childhood Programs **two hours**
This course provides an introduction to health and safety requirements and responsibilities for individuals working in early childhood programs. Health, nutrition, and safety policies, procedures, and practices are studied. Students will meet state health and safety licensing requirements for child care employees.

EC 107. Early Childhood Program Curriculum **three hours**
The student studies how to plan, prepare and implement developmentally appropriate curriculum for early childhood programs. Opportunities for hands-on learning experiences are provided.

EC 130. Foundations of Early Childhood **three hours**
Students become familiar with various types of early childhood programs and the career opportunities they provide. The history of early childhood is introduced as well as current trends and quality program criteria. Concepts for providing developmentally appropriate practices are introduced.

EC 206. The Child in the Family **three hours**
This course examines relationships between the young child and other members of the family unit and the relationship between the family and the early childhood program. The focus is on the child during infancy, toddler and preschool years. Studies include the diversity of family lifestyles and cultures.

EC 230. Theory of Early Childhood **three hours**
Students study theories of early childhood education with emphasis on developmentally appropriate practices, historical perspectives, and current trends. Students demonstrate their knowledge and understanding of theories and best practices by preparing appropriate thematic units and activities for preschool children.

EC 231. Administration of Early Childhood Programs **three hours**
This course allows students to study early childhood programs from the perspective of the person serving in the role of leader and administrator. Studies include the planning and development of a program or center, budgeting issues, environmental planning and preparation, state licensing regulations, health and safety guidelines, staffing and personnel issues and parent-school relationships.

EC 232. Early Childhood Practicum I **three hours**
The student will gain practical experience interacting with young children as a practicum student in a community early childhood program and in the campus Laboratory Preschool.
PR: EC 106, EC 107, EC 130.

EC 240. Infant and Toddler Development **three hours**
The physical, social, emotional, cognitive and language development of the child from conception to age three will be studied. The course will include appropriate procedures and practices to use when caring for infants and toddlers in a group setting as well as in a private home.

EC 262. Early Childhood Practicum II **four hours**
Students will utilize the knowledge and skills from all theory and practicum courses as they participate in the campus Laboratory Preschool. Lesson planning, preparation and presentation will be required as the student gains actual teaching experience.
PR: EC 107, EC 230, EC 232.

EC 283. Cognitive Development **three hours**
Students study theory and research relevant to the cognitive development of children during early childhood. Emphasis is placed on applying theory and research to behavior guidance and curriculum planning.

Economics
(School of Business and Economics)

199. Special Topics in Economics **one-twelve hours**
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

200. Economics **three hours**
Economics 200 is intended as a General Education course for non-business majors. It will provide the student with a broad background in the field. The student will be exposed to micro and macro economic theory and international economics and should develop adequate knowledge to understand the role of economic systems and the application of economic principles in modern society.

201. Economic Principles and Problems I three hours

(For those meeting the requirement of six hours in Economics) The course approaches the subject from the point of view of macroeconomics covering the nature and method of economics and describing how the capitalistic system functions. Further study is made of the business cycle, fiscal policy, monetary policy, gross national product, and similar concepts. Some time is devoted to the study of competing economic systems.

202. Economic Principles and Problems II three hours

(For those meeting the requirements of six hours in Economics) This course is devoted to microeconomics. It follows the analysis of the firm and the decisions made by the managers of the firm. It includes the analysis of demand and supply and price and output determination. It is also concerned with the important problems in the field of economics: monopoly, agriculture, international trade, labor, economic development, and similar problems. PR: Econ. 201.

Emergency Medical Services
(Community & Technical College)

100. Introduction to EMS two hours

This course is designed to acquaint the student with emergency medical services roles & responsibilities, well being of the EMS provider, illness and injury prevention, medical-legal issues, ethics, therapeutic communications, and life span development. It must be taken concurrently with EMS 103, 104 and 106.

103. Emergency Medical Technician - Basic seven hours

This course provides didactic and practical application in basic life support aspects of pre-hospital care and is based upon the U.S. Department of Transportation's National Standard Curriculum for Emergency Medical Technician - Basics. This course prepares students for the National Registry of EMT's certification examination. There will be six lecture hours and two lab hours each week. It must be taken concurrently with EMS 100, 104 and 106.

104. Emergency Medical Services - Operation two hours

This course will include in-depth review of such topics as emergency vehicle operations, medical incident command, rescue awareness and operations, hazardous materials recognition and crime scene awareness. It must be taken concurrently with EMS 100, 103 and 106.

106. Emergency Medical Services - Practicum I one hour

This course provides the student with the opportunity to observe and apply the skills learned in EMS 103 in a supervised clinical setting including a local hospital emergency department, regional medical command center and on a field EMS unit. A minimum of fifty hours is required and will be scheduled by the student on an individual basis through the EMS Coordinator. It must be taken concurrently with EMS 100, 103, and 104.

107. Basic Trauma Life Support one hour

This two day course is designed to teach EMT's First Responders and other health care professionals to rapidly assess, resuscitate, package, and transport patients with traumatic injuries. Simulated traumatic injuries in situations and scenarios will be used to evaluate the students practical skills. Participants who choose to be certified will be required to pay the necessary certification fees required by State or National certifying agencies.

199. Special Topics in Emergency Medical Services one-twelve hours

This course is concerned with specialized studies in selected topics. The topics to be studied will be determined by the EMS Coordinator and approved by the School Chairperson. Credits earned will be applicable as free electives in degree and certificate programs.

200. Advanced Cardiac Life Support one hour

This two day course is designed to teach EMT - Intermediates, Paramedics, and other advanced life support health care professional the most current knowledge and skills in caring for adult patients with cardiac emergencies. Scenario based instructions is used to teach and evaluate the participants knowledge and skills. A basic understanding of electrocardiography and arrhythmia recognition is recommended. Participants who choose to be certified will be required to pay the necessary certification fees required by State or National certifying agencies. PR: A current American Heart Association health care provider card and or American Red Cross professional rescuer CPR certification card.

201. Pediatric Advanced Life Support one hour

This two day course is designed to teach EMT Intermediates, Paramedics, and other advanced life support health care professionals the most current knowledge and skills in caring for pediatric patients. This course covers a broad spectrum of pediatric emergencies. Participants who choose to be certified will be required to pay the necessary certification fees required by State or National Certifying agencies. PR: A current American Heart Association health care provider card and or American Red Cross professional rescuer CPR certification card.
(Must be admitted to the EMS Program to enroll in the following courses: EMS 207, 208, 209, 210, 211, 212, 213, 214, and 215. EMS 100, 103, 104, 106 and BIO 170 are prerequisites for these courses.)

207. Airway Management and Advanced patient Assessment two hours

In this course students will learn the proper approach to patient assessment and advanced airway management skills for both medical and trauma patients. It must be taken concurrently with EMS 208, 209 and ALH 106. PR: EMS 100, 103, 104, 106, and BIO 170.

208. Pathophysiology and Shock Trauma Resuscitation three hours

In this course students will learn the general principles of pathophysiology, treatment of shock and recognition and management of specific traumatic emergencies. It must be taken concurrently with EMS 207 and 209. PR: EMS 100, 103, 104, 106 and BIO 170.

209. Emergency Medical Services - Practicum II two hours

This course provides the student with the opportunity to observe and apply the skills learned in EMS 207, 208 and ALH 106 in a supervised clinical setting including a local hospital emergency department, respiratory therapy department and operating room and on a field EMS unit. A minimum of one hundred clinical hours is required and will be scheduled by the student on an individual basis through the EMS Coordinator. It must be taken concurrently with EMS 207, 208 and ALH 106. PR: EMS 100, 103, 104, 106 and BIO 170.

210. Medical Emergencies I four hours

In this course the student will review the pathophysiology, assessment and management of medical patients with pulmonary and cardiovascular emergencies. It must be taken concurrently with EMS 211. PR: EMS 207, 208, 209 and ALH 106.

211. Emergency Medical Services - Practicum III **two hours**

This course provides the student with the opportunity to observe and apply the skills learned in EMS 210 in a supervised clinical setting including a local hospital emergency department, respiratory therapy, cardiac care unit, and on a field EMS unit. A minimum of one hundred clinical hours is required and will be scheduled by the student on an individual basis through the EMS Coordinator. It must be taken concurrently with EMS 210. PR: EMS 207, 208, 209 and ALH 106.

212. Medical Emergencies II **four hours**

In this course the student will review the pathophysiology, assessment ant management of medical patients with neurological, and endocrinological emergencies, allergies and environmental emergencies, infectious and communicable diseases, behavioral, gynecological and obstetrical emergencies. It must be taken concurrently with EMS 214. PR: EMS 210 and 211.

213. Special Patients & Situations **two hours**

In this course the student will take an in depth look at the approach to patients with special needs such as neonatal, pediatric and geriatric patients, patients with mental or physical impairments, or patients with high technology medical devices in the out-of-hospital setting. It must be taken concurrently with EMS 214. PR: EMS 210 and 211.

214. Emergency Medical Services - Practicum IV **two hours**

This course provides the student with the opportunity to observe and apply the skills learned in EMS 212 and 213 in a supervised clinical setting including a local hospital emergency department, pediatric unit, obstetrical unit, psychiatric unit and on a field EMS unit. A minimum of one hundred clinical hours is required and will be scheduled by the student on an individual basis through the EMS Coordinator. It must be taken concurrently with EMS 212 and 213. PR: EMS 210 and 211.

215. Assessment Based Management **one hour**

This course will serve as the cumulative review and remedial application of what the student has learned in EMS 207 - 214. The course will focus on providing summative evaluation of the student's performance in simulated situations and or scenarios. It must be taken concurrently with EMS 212, 213 and 214. PR: EMS 210 and 211.

(EMS 100, 103, 104, 106, 207 and 215, BIO 170 and ALH 106 are required for the student to complete the U.S. Department of Transportation's National Standard Curriculum for EMT-Paramedic. Upon completion of these courses the student will be eligible to sit for the National Registry EMT - (Paramedic certification exam.)

216. Critical Care Transport - Paramedic **three hours**

This course is designed to teach EMT - Paramedics, and other advanced life support health care professionals to function as a member of a critical care transport team. Participants will learn how to care for the special needs of critical patients during ambulance transport, develop an understanding of the unique procedures and principles surrounding critical care transports, and become familiar with the operation and maintenance of specialized equipment used in the care of critical patients. Topics covered are: Cardiac management, neurological management, respiratory management, pharmacological management, gastroenterological management, urological management, hemodynamic management, transport procedures and complications, and to operate and trouble shoot specialized equipment. Participants are required to complete a series of clinical rotations during this course. PR: Proof of current certification in CPR, ACLS, PALS, BTLS, PHTLS or TNCC and two years experience in field of speciality.

English
(School of Language and Literature)

104. Written English I **three hours**

A summary, emphasizing practical skill, of the principles that underlie expository writing, audience analysis, thesis formulation, organization, diction, sentence structure, and paragraph development. An introduction to reading for content in texts selected from across the disciplines. Instruction in word processing, with process-oriented practice in the drafting, revision, and editing of texts. PR: A score of 17 on the ACT English test or successful completion of an appropriate Basic Skills writing course. NOTE: English 104 is a prerequisite for enrollment in all other English courses. A "C"in English 104 and 108 is a graduation requirement for all degrees.

108. Written English II **three hours**

A continuation of Written English I that provides experience in analyzing and writing argument and persuasive prose. A central feature of the course is a library research project that is intended to develop familiarity with reference sources and skill in summarizing the diverse points of view of multiple sources. PR: A "C" in English 104. NOTE: A "C'" in English 104 and 108 is a graduation requirement for all degrees.

109. Technical Report Writing **three hours**

A course designed to provide practice in the writing of expository articles and reports of a technical nature. Considerable emphasis is placed on collecting scientific facts and organizing them in a prescribed technical form. Business letters, memoranda, and other types of written communication common to the industrial and business worlds are also stressed. PR: Eng. 104. Eng. 109 may be substituted for Eng. 108 in certain associate degree programs only. This course will also fulfill the General Studies Electives writing option.

220. Literature of the Western World I: Homer through Milton **three hours**

A study of European literary masterpieces, including the Old Testament; the Greek, Roman and Christian epics; Greek and Shakespearean drama; and lyric poetry of many ages and cultures. PR: English 104. NOTE: It is advisable that students take English 220 before 221.

221. Literature of the Western World II: Swift through Marquez **three hours**

A study of Western literary masterpieces, including the 18th century satirists (Swift, Voltaire); the 19th century Romantics (Goethe, Wordsworth, Melville) and Realists (Ibsen, Dickens, Chekhov); and the 20th century Modernists (Frost, Camus, Woolf) and Surrealists (Kafka, Borges, Beckett, Marquez). PR: English 104.

230. Introduction to Literature I: Prose Narratives **three hours**

A study of the narrative art, both in fictional forms (the short story, novel, allegory) and non-fictional forms (autobiography, personal essay), with readings from many cultures, giving substantial exposure to important works written in the last 100 years and to those written by women and minorities. PR: English 104.

231. Introduction to Literature II: Poetry & Drama **three hours**

A study of lyric, dramatic, and narrative poetry; and of drama with representative works from 5th century Athens, Shakespeare's London, and the modern theatre. Significant exposure will be given to poems and plays by and about women and minorities. PR: English 104.

Finance
(School of Business and Economics)

180. Principles of Banking three hours
This course is a survey and introduction to the field of banking, with some concentration on the functions and operations of commercial banks. The course also covers other depository institutions, non-bank financial entities, the Federal Reserve System, the nature of interest, bank regulation, the vocabulary of banking, and some current issues in banking.

201. Introduction to Financial Management three hours
This course is intended to give the student a background in the field of financial management with emphasis on the areas of cost of capital, cost of external capital, cost of retained earnings, and similar concepts. It will also include material investment decisions and financial decisions.

260. Real Estate Principles three hours
General introduction to real estate as a business and as a profession that is designed to acquaint the student with the wide range of subjects and terminology necessary to the practice of real estate. This introductory course in fundamentals will include the nature of real estate and ownership, principles and concepts of title transfer, title insurance, real estate marketing, financing, leasing, taxation, insurance, development, appraising, and state license law. The objective of the course is to equip the student with concepts needed to continue successfully in future real estate courses, and to pass the real estate salesmen's license examination.

270. Principles of Insurance three hours
Primarily concerned with developing an understanding of the basic principles of insurance as well as the nature and operation of the insurance business. Emphasis is given to the principles which underlie the entire field of insurance. Understanding is developed in the fundamental areas of indemnity, insurable interest, coinsurance, risk, subrogation, proximate cause, other insurance, requisites of insurable risks, deductibles, valued policies, probability, and many others. The important functional areas of rating, underwriting, marketing and adjusting are considered, as well as the subjects of regulation, reinsurance, and company organization.

384. Bank Management three hours
This course examines both the principles and the practices of contemporary bank management. The course covers the various aspects of bank organization and operation, capital formation and utilization, asset/liability management, planning, law and regulation, internal control, competition and deregulation, the evolution of banking, and some selected current issues in banking. PR: Finance 180 or consent.

385. Analyzing Financial Statements three hours
This course provides the student with the necessary techniques and tools to evaluate the financial condition and operating performance of a modern business. The course will cover the terminology of financial analysis, horizontal and vertical analysis, financial ratios, pro-forma statements, funds flow analysis, break even analysis and other analytical tools. PR: Accounting 201, 202.

387. Bank Simulation three hours
The simulation presents an integrated approach to bank management that reinforces technical and functional management skills. Students function as members of a bank management team whose responsibilities include: analysis and planning, organizational structure, administration, policy formulation and implementation, forecasting, loan and discount pricing, portfolio management, marketing and resource allocation, accounting, taxes, and asset/liability, "gap," and capital management. PR: Finance 180 or consent of instructor.

288. Consumer Lending three hours
This course covers both the theory and practice of installment lending. Topics include credit evaluation, open- and closed-end lending, forms and terminology of lending, loan policy development, marketing, collections, law and regulation, direct and indirect lending, credit insurance and rate structure and yields. PR: Finance 180 or consent of instructor.

392. Trusts and Estate Planning three hours
This course provides an overview of the law of wills, trusts, gifts, and estates. Various strategies for reducing the taxation of gifts and estates will be addressed. Also included is the nature of the functions and services of a Bank trust department.

294. Commercial Lending three hours
This course provides a conceptual framework for the study of commercial lending. It focuses on how the commercial lending business is organized, how it contributes to bank profitability, and the total commercial lending process. PR: Finance 180 or consent of instructor.

295. Bank Internship three hours
Selected students are placed in part-time banking positions with area financial institutions. The student has the opportunity to put theory into practice while developing competencies through on-the-job training. Full-time students pursuing a Bachelor of Science degree may participate in the program. Preference is given to students with a concentration in Finance or Accounting. This course may be repeated for up to six hours credit. PR: Finance 180, Accounting 201, 202, and/or consent of instructor.

Food Service Management
(Community & Technical College)

Culinary Arts, Dietary Manager, and Institutional Food Service

FSM 110. Nutrition three hours
This course is a study of the nutrients, their sources, and their relationship to body functions. Each stage of the life cycle will be studied as it relates to changing nutritional requirements for individuals and family groups of varying cultural and economic levels. Students will evaluate their daily nutritional intake against recommended daily allowances.

FSM 119. Intro to the Food Service and Hospitality Industry three hours
This course is an overview of all aspects of the hotel, foodservice, restaurant, and travel and tourism businesses, including operations, marketing, and sales. Trends in this rapidly changing industry will be stressed

FSM 121. Food Service Facilities & Equipment three hours
The emphasis is on food service equipment selection and layout in relation to production and workflow. Specifications, energy sources, use and care of food service equipment will be included in the course. Students will demonstrate the utilization and care of selected food service equipment in a laboratory setting.

FSM 122. Safety & Sanitation two hours
This course is a look at the latest information in the science of food safety along with appropriate principles to maintain food safety in an operation and to protect against food borne illness. This course incorporates the National Restaurant Association's certification curriculum. Students completing the final certification exam with a minimum score of 75% will be issued a certificate of completion.

FSM 130. Basic Baking **three hours**

This course applies the fundamentals of the baking science to the preparation of a variety of pastry and baking products. Will include the use and care of equipment normally found in a bakeshop or baking area. PR: FSM 121

FSM 140. Food Service Cost Analysis and Management **three hours**

This course will enable students to perform basic cost analysis related to food service operations. The student will perform calculations associated with food costs, labor costs, menu pricing, and other pertinent management functions.

FSM 199. Special Topics in Food Service **one-three hours**

This course will provide an opportunity for students to further their study of principles and concepts in the various areas in Food Service Management and to apply their knowledge in a variety of applications both in the traditional classroom setting and in work/job related experiences. The class will be an individualized, arranged course, with learning outcomes determined by the instructor in consultation with the student. May be repeated up to 4 hours credit.

FSM 201. Principles of Food Selection & Preparation **three hours**

This course covers the principles of food cookery in relation to various food categories and then applied in a laboratory setting. PR: To be taken concurrently with FSM 203.

FSM 202. Principles of Quantity Food Production **three hours**

Principles and techniques of quantity food preparation will be covered. Emphasis will be given to menu planning, use of standardized recipes, and quantity food production techniques. PR: FSM 201, 203. To be taken concurrently with FSM 204.

FSM 203. Principles of Food Selection & Preparation Lab **one hour**

Students will apply basic principles of food selection and preparation in a controlled lab setting. Labs will include application of basic food science and food evaluation techniques. PR: To be taken concurrently with FSM 201.

FSM 204. Principles of Quantity Food Production Lab **one hour**

Students will apply principles and methods of quantity food production using institutional equipment and evaluate food with consideration given to quality control and cost control. PR: To be taken concurrently with FSM 202.

FSM 209. Food Specialties-Garde Manger II **three hours**

This course is the advanced garde mange techniques including aspic pates, sauces, terrines, and garnishes. The manipulation of special tools used in this type of food preparation is stressed. Buffet table arrangement, food display, and organization are studied. PR: FSM 201, 203.

FSM 220. Diet Therapy **three hours**

This course discusses the nutritional needs of different age groups, the special nutritional requirements in various diseases and the planning of menus to meet these various nutritional needs. PR: FSM 110 (Nursing majors are exempt from prerequisite).

FSM 224. Purchasing and Receiving **three hours**

Includes factors to consider in selecting, purchasing, receiving, and storing various foods. Emphasis is given to the development of purchasing policies, procedures, inventory control and storage. Computer application is included in the course.
PR: FSM 140.

FSM 227. Food and Beverage Merchandising **three hours**

This course discusses catering for different types of social functions, dining room arrangement, and service to gain customer satisfaction. It also deals with purchase specifications, management and quality as applied to tableware, furnishing, equipment, and supplies. PR: FSM 224.

FSM 228. Food Service Organization and Management **three hours**

The students will analyze the organization and management of various types of food service programs. Special emphasis is placed on personnel, operating systems, budgeting, purchasing, work schedules, and supervision. PR: FSM 140.

FSM 229. Food Service Practicum **three – fifteen hours**

A supervised work experience conducted in an assigned food service operation.
Course may be repeated for up to 15 hours of credit based on emphasis area.
PR: Consent of Instructor.

FSM 250. Applications in Community & Medical Nutrition **three hours**

This course will provide students with methods and practices necessary to access nutritional needs in client-oriented dietetic systems and community-oriented nutrition programs. Students will apply nutrition knowledge to the following: patient education, screening for nutritional risk, determining nutrient requirements across the lifespan, translating nutritional needs into food and menu choices, calculating body composition, calculating diets for specific health conditions, calculating basic enteral and parenteral nutrition formulas. PR: FSM 220.

FSM 260. Seminar in Dietary Management **two hours**

This course will focus on the dietary management profession by looking at legal issues, professionalism, certification and licensing, preparation of resume, etc. PR: To be taken in conjunction with FSM 229 for dietary managers only.

Geography
(School of Social Science)

199. Special Topics in Geography **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

210. Introduction to Geography **three hours**

An introduction to the physical and cultural elements of geography with a study of major geographical regions of the world.

Health Education
(School of Education/Health and Human Performance)

100. Personal Health **two hours**

The meaning and significance of the physical, mental, social and environmental factors of health and safety as related to the individual and to society are studied. Important phases of national problems, emphasis on college students and their current needs are emphasized.

150. Introduction to Health three hours
This course is an in-depth study of the several content areas relating to health; contemporary health problems and reciprocal relationships involving man, disease and the environment. The significance of the physical, mental, social, and environmental factors of health and safety as related to the individual and to society are studied.

Health Information Technology
(Community & Technical College)

104. Introduction to Health Information three hours
This course serves as an introduction to the function and duties of a health information technician, the national and state professional organizations and orientation to the study of the basic health record in all health care settings. This will include analysis and assembly. The student will be introduced to hospital and government structure and medical staff organization. PR: Admission to the program or permission of program coordinator. Fall Semester.

105. Computers in Health Care three hours
This course will introduce the Health Information Technology student to computers in the health care arena. The student will be expected to complete a series of projects utilizing software/CDROM packages and to input material for a computerized patient record. PR: Admission to the program or permission of program coordinator. Spring Semester.

107. Storage Systems three hours
This course is designed to acquaint the student with carious manual and computer storage and retrieval aspects of health care information. Included in this course will be optical image processing and computer based record. PR: Admission to the program or permission of program coordinator. Fall Semester.

109. Health Care Statistics three hours
Hospital statistics is a course in which the methods of computing statistics of health care institutions and storage areas for this material will be discussed. Basic statistics applicable in health care institutions will be introduced. The course will include the study of vital and public health statistics, review of simple arithmetic principles as warranted, in depth study of hospital statistics; sources, definitions, collection, reporting, presentation and analysis of data, sources and uses of health data in the United States. Applicable statistical software will be utilized. PR: Admission to the program or permission of program coordinator. Spring Semester.

110. Legal Aspects of Health Information three hours
This course is designed to instruct the student in the basic legal principles, release of confidential health information, court procedures and conduct, and association with legal authorities. This course will include Risk Management, Quality Assessment, Utilization Review, JCAHO Accreditation in respect to legal implication in health care facility. PR: Admission to the program or permission of program coordinator. Fall Semester.

115. Alternate Care Settings two hours
Alternative Care Settings will expose the HIT student to a variety of non-traditional settings for health information management. The students will be expected to rotate through various types of settings (ie, psychiatric facility, rehabilitation hospital, nursing home, home health agency, hospice, prison system health clinic and a physicians'office or clinic.) Placement depends on the availability of a particular facility. The student will be requited to be on campus and at the clinical affiliate a total of 60 hours. This course will be offered during the first summer session. PR: Admission to the program or permission of program coordinator.

200. Interpretation of Diagnostic Data three hours
This course is designed to introduce the health information specialist to the relationship between diseases, laboratory tests and drugs within the health record. This knowledge base will be useful in optimizing reimbursement. PR: Admission to the program or permission of program coordinator. Fall Semester.

202. Reimbursement Systems three hours
This course will examine reimbursement methodologies for carious health care entities. Students will learn how to compare claims submitted to third party payers with actual reimbursement received. PR: Admission to the program or permission of program coordinator. Spring Semester.

203. Quality Assessment/ Utilization Review three hours
This course is deigned to provide the student with the theoretical knowledge and technical skills relative to the operation of a quality assessment and utilization management program within a health care facility. The influence of government regulations and accrediting agency standards will be introduced. PR: Admission to the program or permission of program coordinator. Fall Semester.

205. Classification Systems I five hours
This course is designed to emphasize the history and development of disease classifications. The student will spend time learning the procedures if various systems. Application of the current classification system will be emphasized. Prepared software will be used to enhance the understanding of the current classification system. Financial implications of the classification system will be discussed. Four hour lecture, two hours laboratory per week. PR: Admission to the program or permission of program coordinator. Fall Semester.

206. Clinical Practicum I four hours
Students in this course will analyze, number, file, retrieve, transcribe, and prepare statistical reports. The student will be working with coding and abstracting of disease/procedure entities. This clinical practicum will take place in a health care facility. PR: Admission to the program or permission of program coordinator.

207. Health Information Supervision five hours
This course is designed to introduce management functions required to direct a health information department. This will include procedure development, job descriptions, research for a proposal, layout as well as other areas of management. Current standards of heath care are presented; JCAHO and State Licensure. PR: Admission to the program or permission of program coordinator. Spring Semester.

208. Clinical Practicum II four hours
This is a four credit, four-week course requiring 30 hours of clinical practicum per week. The student will be provided opportunity to practice all skills acquired this far in the two-year program. PR: Admission to the program or permission of program coordinator.

209. Classification Systems II three hours
This course is designed to introduce the student to the current use of CPT-4 classification. Various situations for this use will be utilized, physician's office, outpatient, and ambulatory care settings. PR: Admission to the program or permission of program coordinator. Spring Semester.

History
(School of Social Science)

107. United States History I **three hours**
Examines the main outlines of American history from pre-Columbian native American cultures to the end of the Civil War with emphasis on the Colonial, Revolutionary, Early Republic, and Civil War eras.

108. United States History II **three hours**
Examines the main outlines of American history from Reconstruction to the present with emphasis on the political, social, cultural, economic, and diplomatic forces that contribute to America's emergence as the world's leading industrial democracy.

211. World Civilizations I **three hours**
An intermediate-level survey of worldwide historical developments, emphasizing major civilizations from pre-historic times through classical ancient empires to the early Middle Ages. Recommended for sophomores and well-prepared freshmen.

212. World Civilizations II **three hours**
An intermediate-level survey of worldwide historical developments, emphasizing major civilizations from the Middle Ages to the social, political, and industrial revolutions of the eighteenth century. Recommended for sophomores and well-prepared freshmen.

213. World Civilizations III **three hours**
An intermediate-level survey of worldwide historical developments from the French Revolution of 1789 to the present era, emphasizing major civilizations and the modern growth of global interdependence. Recommended for sophomores and well-prepared freshman.

Human Services
(Community & Technical College)

100. College Orientation **one hour**
This course is designed to acquaint entering freshmen with various academic, economic, and social aspects of college life, including student services, such as the academic advising system. This course is offered on a credit/non-credit basis.

103. Community Service Learning **one hour**
Community Service Learning provides opportunities for students to perform meaningful service to the community while engaging in conscious reflection and critical analysis activities which meet service learning objectives. The course is based upon an experiential learning format which includes the college, the student, and the community. Students may complete a maximum of 3 credit hours of service learning toward graduation requirements.

199. Special Topics in Human Services **one-twelve hours**
Students in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

Information Systems
(School of Business and Economics)

100. Computer Concepts and Applications **three hours**
This course will provide students with a survey of the fundamental computing concepts and applications to provide a useful foundation upon which the students can develop skills necessary to become effective users of information systems. The primary focus of this course will be on productivity software applications, which will include word processing, spreadsheet, database, the Internet, and presentation software. This course fulfills three hours of the General Studies elective.

200. Fundamentals of Information Systems **three hours**
The course is an introduction to basic business information systems including networking, systems analysis and design. PR: IS 100.

205. Information Technology-Hardware and Operating Systems **three hours**
This course provides the hardware and operating system concepts necessary for system design. System architecture and operating systems are considered for single and multiple user computer systems. PR: IS 200.

210. Applied Business Programming **three hours**
This courses provides the students with an understanding of the capabilities and limitations encountered in programming information processing applications. The student will independently write programs which create, update and process disk files. General business programming concepts are emphasized rather than computer science fundamentals. This course may not be substituted for Computer Science 100,101, or 102, and is not open to students with credit in CS 108. PR: Math 107, IS 205.

220. Spreadsheet Design **three hours**
This course is designed to introduce spreadsheet modeling and design. Through hands-on computer work, the student will become familiar with a spreadsheet application package. The course will stress good design techniques as well as spreadsheet techniques and model building. PR: IS 205 or Computer Science 100, and Accounting 201.

235. Microcomputer Applications in Business **three hours**
This course will provide students the opportunity to develop and use basic decision support systems. A problem solving approach is used to introduce students to the modern business decision making process. The emphasis is on making business decisions by using and customizing off-the-shelf software. PR: IS 100.

250. Networking Fundamentals **three hours**
This course provides an in-depth knowledge of data communications and networking requirements including networking and telecommunications technologies, hardware, and software. The analysis and design of networking applications in organizations are emphasized. Management of telecommunications networks and evaluation of connectivity options are also covered. Students learn to evaluate, select, and implement different communication options within an organization. The course consists of two hours lecture and two hours lab per week. PR: IS 100.

251. Router Theory and Router Technologies **three hours**
This course examines the theory and technology of routers including router programming, configuration, and protocols. The

course consists of two hours lecture and two hours lab per week. PR: IS 250.

252. Advanced Routing and Switching three hours
This course covers advanced routing and switching concepts. It is a continuation of IS 251. The course consists of two hours lecture and two hours lab per week. PR: 251.

253. Project Based Learning three hours
This course covers advanced Wide Area Network technologies. It is a continuation of IS 252. The course consists of two hours lecture and two hours of lab per week. PR: 252

Interdisciplinary Studies

100. Race, Class, and Gender three hours
An introductory multicultural course which explores race, class, gender, ethnicity and the dynamics of their interrelationships in American society. Themes include personal identity, power, and change. Interdisciplinary approaches of the humanities and the social sciences include historic, psychological, sociological, economic, educational, and artistic.

201. Introduction to Women's Studies three hours
This is an interdisciplinary course which will focus on a variety of topics in women's studies, such as gender and science, the body, reproductive technologies, public policy, and feminist theory. Class discussions will examine positions among feminist ethicists on the implications of gender definition and explore the construct of gender in our society.

280. Empowering Leadership three hours
The purpose of this course is to help prepare students to assume increasingly responsible leadership roles of empowerment in their personal, professional, and academic lives. This interdisciplinary, student-centered course focuses not only on significant theories of empowering leadership and their applicability to leaders of the past and present, but also includes substantial hands-on, experiential learning opportunities in which students practice empowering leadership. The course is also a General Studies elective. PR: A score of 17 or above on the ACT English test and a passing writing sample score or successful completion of D.S. 107.

281. Great Ideas of Leaders three hours
This interdisciplinary humanities course explores some of the most significant ideas of leaders and some of the ultimate human questions through history. Topics include the intersection of leadership with the heroic myth, the nature of government, justice, wealth, culture, the mind, poetics, ethics, good and evil, power and authority, concepts of nature, issues of faith, and values-based leadership. PR: INTD 280.

Management
(School of Business and Economics)

209. Principles of Management three hours
The emphasis in the course is on the modern approach to the field of management. The theoretical and practical approaches are presented along with analytical techniques that are applicable in the various management and production areas.

214. Office Management three hours
Office management is the study of principles as applied to job analysis, production measurement, paper-flow analysis, office design, work allocation and scheduling, construction and use of procedures manuals, forms design, criteria for equipment acquisition, staffing, supervising and motivating employees, labor-management relations, employee benefits, and information distribution and retrieval technologies.

Marketing
(School of Business and Economics)

204. Principles of Marketing three hours
A study of those business activities that direct the flow of goods and services from producers to consumers.

205. Salesmanship and Sales Management three hours
This course is a study of techniques appropriate to personal selling and managing sales people, both retail and contact. Students are given opportunities to construct and give presentations. PR: Marketing 204.

Mathematics
(School of Science, Mathematics, and Computer Science)

101. Applied Technical Mathematics I three hours
This course is an introduction of fundamental mechanics and techniques for performing operations with algebraic expressions and subsequently solving linear equations, systems of linear equations, and quadratic equations. This course also introduces trigonometric functions and is designed to develop methods of solving right angles and oblique triangles using trigonometry. This course cannot be used to satisfy the general studies math requirement. PR: (a) one unit of high school algebra and a Math ACT score of 19 or higher or Developmental Skills 105, Elementary Algebra AND (b) one unit of high school geometry or Developmental Skills 106, Elementary Geometry and Trigonometry.

102. Applied Technical Mathematics II three hours
This course is a continuation of Math 101. Topics covered include solving radical equations and polynomial equations, complex numbers, exponential and logarithmic functions, inequalities, and trigonometry. PR: Math 101 with a "C" or better.

107. Fundamental Concepts of Mathematics three hours
This course is an introductory survey course in mathematics including elementary logic, set language, a discussion of various number systems, numerations systems, introductory number theory, probability, and other related topics. It cannot be substituted for Math 110. PR: (a) one unit of high school algebra and a Math ACT score of 19 or higher OR (b) Developmental Skills 105, Elementary Algebra.

110. Mathematics for Elementary Teachers I three hours
An introductory course in mathematical ideas, this course includes basic concepts of set theory, properties of operations and a logical development of the real number system and its subsystems. Understanding of the basic operations is stressed. This course cannot be used as math credit toward certification for teaching mathematics. Credit for this course does not count for the general studies requirement in science and mathematics. PR: (a) one unit of high school algebra and a Math ACT score of 19 or higher OR (b) Developmental Skills 105, Elementary Algebra.

111. Intermediate Algebra **three hours**

This course is an introductory course in college algebra. This course cannot be used as mathematics credit toward certification for teaching mathematics. Credit may be earned for either Math 111 or 101 but not both courses. Credit for this course does not count for the general studies requirement in science and mathematics. PR: (a) One unit of high school algebra and a Math ACT score of 19 or higher OR (b) Developmental Skills 105, Elementary Algebra.

112. College Algebra **three hours**

This course includes a review of real numbers, algebraic expressions, equations and inequalities, graphing, matrix operations and properties, systems of equations, exponents and radicals, mathematical induction, binomial expansion, progressions, and related topics. PR: Math 111 OR high school algebra I and II with a Math ACT score of 21.

113. Applied Statistics **four hours**

This course is an introduction to statistics with appropriate applications. Major topics covered are descriptive statistics, introduction to probability, binomial distribution, normal distribution, sampling and estimation, hypothesis testing, and regression and correlation. A problem solving approach and modern software will be used to study the normal, t, chi-square and F distributions. The course consists of three hours lecture and one one-hour laboratory per week. PR: (a) Math 102 or Math 112 OR (b) two units of high school algebra, one unit of high school geometry, and an ACT mathematics score of at least 21.

Medical Laboratory Technology
(Community & Technical College)

101. Introduction to MLT **one hour**

MLT 101 is an introduction to the clinical laboratory sciences, including the historical development of the field, the significance of licensure, certification, registration, and accreditation, laboratory safety, and a self-study approach to medical terminology associated with the profession. Students will also learn basic techniques of venipuncture through lecture and practice in student laboratory sessions. One hour lecture per week. PR: Acceptance into the MLT program or permission of instructor. Fall.

103. Clinical Serology **two hours**

This course is designed to include basic immunology principles, theory and diseases related to antigen and antibody reactions and techniques. Laboratory methodology including serial dilutions will be performed. MLT majors have registration priority for this class. One hour lecture, two hours lab per week. Fall.

104. Urinalysis and Body Fluids **two hours**

Through a combination of lecture and laboratory experience, students will study the theory and techniques of analyzing urine and body fluids, including the clinical significance of these analyses. One hour lecture and two hours lab per week. PR: MLT 101 and BIO 170. Spring.

105. Laboratory Mathematics and Instrumentation **three hours**

This course is designed to familiarize students enrolled in Medical Laboratory Technology with practical aspects of the Clinical Laboratory. Through a combination of lecture and laboratory experience, students will be exposed to laboratory calculations, quality assurance, safety, manual and automated instrumentation, including sample analysis, patient and quality control validation, and patient and quality control charting. Two hours lecture, two hours lab per week PR: Completion of MLT 101 and acceptance into the MLT program. Spring.

160. Clinical Microbiology I **four hours**

This course is an introduction to the study of medically important bacteria, viruses, and parasites. The biochemistry, genetics, and physiology of bacteria and viruses will be discussed as well as methods of cultivation, isolation, and identification of these organisms. Life cycles of parasites and methods of identification will be studied. PR: BIO 170, CHEM 101 or CHEM 105, MLT 101 and MLT 103. Two hours lecture and four hours lab per week. Spring.

180. Immunohematology **four hours**

This course is designed to incorporate theory, principles, applications and reactions of antigens and antibodies associated with the red blood cell. Blood typing, blood donation, transfusion reactions, genetics, hemolytic disease and quality control will be covered utilizing laboratory methodologies, case studies, and computer tutorials. Three hours lecture and three hours of laboratory per week. PR: MLT 101 and MLT 103. Spring.

218. Hematology **four hours**

This course is designed to provide the student with an understanding of the theory and principles in normal blood cell production, blood dyscrasias, and coagulation. Applications and techniques of measurement used in performing the complete blood count, coagulation studies, and special hematological procedures will be used in the laboratory. Nine hours lecture and nine hours laboratory per week. PR: BIO 170, MLT 101, MLT 103, and MLT 104. Summer I.

219. Clinical Microbiology II **four hours**

This course is a study of bacterial, fungal, and viral disease agents which includes the clinical laboratory methods of cultivation, isolation, and identification of bacteria and fungi. Three hours lecture and three hours lab per week. PR: BIO 170, CHEM 101/102 or CHEM 105/106, MLT 101, MLT 103 and MLT 160. Fall.

220. Clinical Biochemistry **four hours**

This course is designed to address principles, procedures and disease states relating to the field of clinical chemistry. Abnormal laboratory results will be correlated to disease states using case studies. Laboratory safety, instrumentation, computer and laboratory information system use, and quality assurance will be stressed. Three hours lecture, three hours lab per week. PR: BIO 170, CHEM 101/102 or CHEM 105/106, MLT 101, MLT 103 and MLT 105. Fall.

221. Clinical Practicum I **four hours**

This course is designed to orient the students to the Clinical Laboratory. Students will be assigned to a major area of the laboratory (chemistry, hematology, immunohematology, or microbiology). Laboratory safety, specimen collection including phlebotomy, specimen processing and analysis, data acquisition, quality assurance and sample validation, instrument troubleshooting, sample reporting including calculations, charting and clinical correlation will be included. Clinical serology and urinalysis/body fluid techniques and objectives will be completed in the appropriate major department. PR: all MLT courses applicable to the major area of assignment. 154 hours laboratory.

222. Clinical Practicum II **four hours**

This course is a continuation of MLT 221. Students will be assigned to a second major area of the laboratory. Additional skills and increased competency levels in specimen processing and sample analysis, data acquisition, quality assurance and reporting will be included. Interpersonal relationships and basic techniques involving the major area of study will be emphasized. PR: MLT 221. 154 hours laboratory.

223. Clinical Practicum III **four hours**

This course is a continuation of MLT 222. Students will be assigned to a third major area of the laboratory. Additional skills and increased competency levels in specimen processing and sample analysis, data acquisition, quality assurance and reporting will be included. Interpersonal relationships and basic techniques involving the major area of study will be emphasized. PR: MLT 222. 154 hours laboratory.

224. Clinical Practicum IV **four hours**

This course is a continuation of MLT 223. Students will be assigned to a fourth major area of the laboratory. Additional skills and increased competency levels in specimen processing and sample analysis, data acquisition, quality assurance and reporting will be included. Interpersonal relationships and basic techniques involving the major area of study will be emphasized. PR: MLT 223. 154 hours laboratory.

225. Seminar **two hours**

This course is designed to correlate the MLT students' didactic knowledge with their clinical experience. Guest lecturers, field trips, computer and CD assignments and community interaction will be used as teaching tools. PR: MLT student in final semester of program. Spring.

226. Clinical Case Studies **two hours**

This course is designed to enhance the critical thinking skills and communication skills necessary in the clinical laboratory. Through a combination of lecture and presentation experiences, students will be able to combine didactic and practical knowledge obtained in all MLT courses. Each student will present a clinical case study and critique the presentation of other students. PR: MLT student in final semester of program. Spring.

Nursing
(Nursing & Allied Health Administration)

101. Fundamentals of Nursing **six hours**

This course is designed to introduce the beginning student to the nursing process and its application in clinical practice. The lecture portion presents those concepts basic to the practice of nursing. The laboratory experiences involve the student in the implementation of skills related to basic needs and life processes. (4 hours class, 6 hours lab.) PR: Admission to the nursing program. Taken concurrently with Biology 170, FSM 220. Fall Semester.

102. Transition for Licensed Practical Nurses **one hour**

This course introduces the concepts and processes essential to nursing practice. A major focus is on nursing role and role transition from licensed nurse to registered nurse. PR: The student must be enrolled in the Associate Degree Nursing Program at Fairmont State College and be a Licensed Practical Nurse or a graduate of a practical nursing program. Fall Semester.

103. Medical-Surgical Nursing **eight hours**

This course is designed to assist students to gain knowledge of common health problems of adults and to utilize the nursing process to assist individuals to promote and attain health. Emphasis is placed on the following life processes: protective function, development, sensori-motor, metabolism, and elimination. The other life processes are considered as they apply throughout the course. Selected laboratory experiences in caring for hospitalized clients will enable the student to acquire knowledge and skills related to the theory content and the student's individual needs. The student is expected to integrate and use knowledge and skills acquired in prerequisite courses. (4 hours class, 12 hours lab.) PR: Nursing 101, FSM 220, Biology 170. Concurrently: Allied Health 106, Biology 205. Spring Semester.

199. Special Topics in Nursing **one-twelve hours**

This course is concerned with special studies in selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs. Taught as needed.

201. Psychiatric Nursing **five hours**

This course is a study of the concepts of mental health and common problems of mental illness as they affect the individual and the family. Selected laboratory experiences enable the student to use the nursing process to meet the needs of hospitalized clients having a functional disorder. This course stresses self-awareness, improving therapeutic communication skills, and establishing interpersonal relationships. Topics also include common maladaptive behavioral patterns, current therapies and community mental health resources. The life processes of protective function, psychosocial environment, and developmental concepts are addressed as they apply throughout the course. This is a 4-week course offered in the summer. (Total 55 lecture hours, 70 hours lab.) PR: AH 106, Biology 205, Nursing 103, Psychology 101. Summer.

202. Medical-Surgical Nursing **eight hours**

This course is designed to assist students to gain knowledge of common health problems of adults and to utilize the nursing process in assisting individuals and families to promote and attain health. Emphasis is placed on the following life processes: oxygenation, elimination and protective function. The other life processes are considered as they apply throughout the course. Selected laboratory experiences in caring for clients in the hospital and in the community agencies will enable the student to acquire knowledge and skill related to theory content and the student's individual needs. (4 hours class, 12 hours lab.) PR: Nursing 103, Nursing 201. Fall Semester.

204. Trends in Nursing **two hours**

Trends in Nursing is a course designed to promote an understanding of the major trends and problems affecting nursing: historical, political, social, economic, legal, educational, professional and personal. Current issues and career opportunities also will be discussed. Emphasis will be placed on legal rights and responsibilities and ethical decision-making. PR: Nursing 201. Fall Semester.

205. Maternity Nursing **four hours**

Maternity nursing is an introduction to the physiological, psychological, and social changes related to the nursing process as it affects both the childbearing mother and the family unit. Emphasis is placed on the normal life processes with comparison to the abnormal. Antepartal and postpartal experiences include observation in physicians' offices and clinics. Experiences in labor and delivery, immediate postpartal and neonatal care are provided in a hospital setting. Eight weeks. (4 hours class, 12 hours lab.) PR: Nursing 202, 204. Spring Semester.

206. Nursing of Children **four hours**

This course is designed to help the student gain a better awareness of the sequence of normal growth and development during the life processes of childhood. Health problems, disorders, and illnesses of children in each stage of development from infancy through adolescence are considered. A family centered approach to child care, utilizing the nursing process, is emphasized. Special consideration is given to preventive and teaching aspects of concern to the patient and family. Selected clinical experiences include care of children in health facilities as well as other community agencies. Eight weeks. (4 hours class, 12 hours lab.) PR: Nursing 202, 204. Spring Semester.

207. NCLEX Review **one hour**
This course is designed to improve decision-making and critical thinking skills to prepare graduates for the national licensure examination. ADN students who do not achieve a passing score on the adult nursing achievement examination and a satisfactory test score in Nursing 202 will be required to complete this course.

Office Administration
(School of Business and Economics)

Office Administration (OAD)

100. Microcomputer Keyboarding **three hours**
This course is designed to teach the touch control method of the alpha/numeric keyboard for the typewriter and microcomputer as well as the ten-key numeric keypad. This course includes development of speed and control, vertical and horizontal centering, simple tabulation, memorandums, letters, reports, tables and interpretation of proofreader's marks. This course is open to all students.

199. Special Topics in Office Administration **one-twelve hours**
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School Chair. Credits earned will be applicable as free electives in degree and certificate programs.

200. Alphabetic Notetaking **three hours**
This course is designed to teach students the principles and theory of abbreviated writing for notetaking and study skills. Emphasis is on theory, brief forms, reading/writing, summarizing and synthesizing, and paraphrasing. What's worth noting, taking textbook notes, and improving study habits will also be stressed. This course is for students who have had no previous training or for those whose skills are inadequate. Three hours lecture per week.

230. Introduction to Word Processing **three hours**
The course will present opportunities to explore microcomputer operations, computer software, and word processing applications. In addition, it will provide an overview of the concepts and terminology of computer operations, including some of the basic principles of word processing. Three hours lecture and discussion per week. PR: OAD 100, 101, or consent of instructor or high school keyboarding courses.

232. Word Processing Applications **three hours**
The course will provide advanced applications on a microcomputer with emphasis on formulating standard documents and printing using various printers. PR: OAD 230.

233. Records Management and Database Applications **three hours**
This course is designed to provide a foundation in the latest methods and systems of retrieving information in planning, organizing, and controlling integrated records retention systems in the electronic office. Simulated activities are designed to give students practice in microcomputer storage and retrieval utilizing appropriate software. May be used as a business elective.

240. Administrative Office Procedures **three hours**
This course is an integrated approach to the required procedures in a business establishment. The course provides information on business principles and promotes a high standard of office ethics. Content includes telecommunications, mail processing, records management, conference setting, travel arrangements, and office machine use including calculators, transcribers and reprographic equipment. PR: OAD 250.

241. Workplace Productivity **three hours**
This course is designed to allow the student to integrate the concepts and principles offered in the various disciplines of study within the Department of Office Administration. It will focus on the simulation and reinforcement of the major office applications found in suite software-word processing, electronic presentations, spreadsheets, and database. Students will participate in various common office careers that use these applications to show the real-world significance of the software. In addition to computer applications, students will develop critical thinking and decision-making skills which are expected of today's office support personnel. PR: OAD 232, 233, 240, 250, IS 220.

242. Professional Internship and Portfolio Development **three hours**
The purpose of this course is to allow students to bring business topics into focus by using all their collected business knowledge. This will be accomplished through completion of a portfolio that will demonstrate to prospective employers the student's career preparation. The student will also be required to complete a professional internship in the work place. A total of 140 hours of supervised work will be required. The importance of career and goal planning will be emphasized. PR: BUS 102, OAD 240, 251, and/or instructor's consent.

250. Desktop Publishing **three hours**
A beginning course in Desktop Publishing which provides a foundation in the basic principles of page layout and design as well as typographical conventions, coupled with hands-on use of computer hardware and applications. Students will learn desktop publishing skills by completing several practical projects.

251. Business Communications **three hours**
This course focuses on the principles of writing effective business communications including memoranda, reports, inquiries, applications, and letters for various types of business situations such as the routine, the persuasive, and the unpleasant. The writing of job-related communications such as résumés and letters of application are also covered. The use of modern technology for business communications and the business applications of the concepts of oral and non-verbal communication are also introduced. May be used as a business elective. PR: English 104.

Philosophy
(School of Social Science)

200. Introduction to Philosophy **three hours**
A survey of the principal problems and theoretical responses, which have come from man's attempts to organize his experience and direct his existence. The thought of individual thinkers (as Socrates, Plato, St. Augustine, Bruno, Locke, Sartre, Heidegger, et al.) and schools of interpretation (rationalist, empiricist, pragmatic) are highlighted.

Physical Education
(School of Education/Health and Human Performance)

100. Fitness and Wellness **two hours**
This course is designed to provide an opportunity for students to make intelligent choices concerning lifelong wellness and to achieve optimum levels of fitness through regular exercise, proper nutrition, weight control and stress management.

Physical Science
(School of Science and Mathematics)

Physical Science is offered as a fulfillment of the General Education requirement and as an integral part of various science-oriented teaching fields.

100. Scientific Methodology **two hours**

One 1-hour lecture and one 2-hour laboratory per week. This course is a laboratory oriented course designed to emphasize the methods and processes which permeate all scientific disciplines. Students will be exposed to experiences in a variety of areas of the physical sciences. This course is required for all Secondary Education Majors seeking to fulfill their General Studies Science requirements by taking six hours of Physical Science.

101. Astronomy **two hours**

A descriptive survey of the planet earth, the solar system, and the universe. Some of the latest findings and theories about our universe are presented. Students cannot receive credit for this course if they already have credit for Physics 202, Astronomy.

102. Chemistry **two hours**

The study of the basic principles and concepts of chemistry. A study of the everyday applications of chemistry are made throughout the course. Students cannot receive credit for this course if they already have earned credit for Chemistry 101 or 102 or 103 or 105 or 106.

103. Geology **two hours**

The study of the materials of the earth's crust and the geological processes in and on the earth. A study is also made of the evolutionary processes of the earth. Students cannot receive credit for this course if they already have earned credit for Geology 101 or 102.

104. Physics **two hours**

A general survey course for the non-science major. Emphasis is placed on basic physics principles and their everyday applications rather than on mathematical problem solving. Students cannot receive credit for this course if they already have earned credit for Physics 101 or 102.

105. History of Physical Science **two hours**

The study of the development of the physical sciences through the twentieth century. The major scientific revolutions within the physical sciences and their structure are investigated.

Physical Therapist Assistant
(Community & Technical College)

PTA 100. Introduction to Physical Therapy **two hours**

History of the physical therapy profession and survey of general physical therapy services. Legal and ethical requirements for the physical therapist assistant are introduced. The Americans with Disabilities Act and architectural barriers are studied. PR: Consent of program coordinator.

PTA 101. Patient and Professional Relationship **two hours**

Recognition of the reactions of the health care worker, patient, and family to illness and disability is discussed. The influence of race, class, age, ethnic origin, and gender on the physical therapist assistant and patient relationship is explored. The stages of adjustment to disability and death and dying are described. Communication skills between PTA, patient, family, and other health care providers are developed. PR: PTA 100; Consent of program coordinator.

PTA 102. Introduction to Patient Care **three hours**

An introduction to basic patient care procedures such as positioning, transferring, ambulating, dressing, fitting ambulation aids, and taking vital signs. Universal Precautions, isolation, and aseptic principles will be presented. Skills in basic note writing will be developed. PR: PTA 100; consent of program coordinator.

PTA 103. Techniques I **three hours**

This course includes the lecture and lab study of thermal agents, compression, and massage. Skills in surface anatomy and goniometry are developed. Upon completion, students are able to correctly and safely apply these techniques in a laboratory setting while assessing the physiologic response and observing indications and contraindications. Note writing skills are further developed. PR: PTA 100.

PTA 104. Techniques II **two hours**

Therapeutic modalities are continued. Topics include electrical stimulation, traction, and manual muscle testing. Upon completion students can safely and effectively apply these techniques in a laboratory setting, write appropriate progress notes, and demonstrate knowledge of the physiological principles involved. PR: PTA 103.

PTA 105. Kinesiology **three hours**

This course provides a study of human movement and related mechanical principles. Topics include detailed musculoskeletal anatomy and physiology. Upon completion, student will be able to analyze a functional task and identify component joint motions and muscle actions. PR: PTA 100.

PTA 106. Clinical Education I **one hour**

Initial clinical experience for students. Forty hours spaced throughout the semester introduces the various settings of a physical therapy practice - acute care, transitional care, out-patient clinic, home health, skilled nursing facility, rehabilitation unit, and the school system. The student may participate in the clinic's activities only if their skills have been checked-off in the course laboratory setting. PR: Consent of the Clinical Coordinator.

PTA 108. Clinical Education II **two hours**

A concentrated ten day, eighty hour clinical experience dedicated to modality application and the study of goniometry and manual muscle testing. The student will be assigned to a clinical setting that utilizes the modalities studied. The student will begin to assess patient response to treatment and be prepared to adjust the therapeutic intervention accordingly. PR: PTA 104; Consent of the Clinical Coordinator.

PTA 200. Techniques III **four hours**

The principles and techniques of therapeutic exercise will be introduced. Topics also include gait analysis, posture assessment, and chest physical therapy. Upon completion the student will plan, implement, and assess the response to an exercise plan in a laboratory setting. PR: PTA 104.

PTA 201. Techniques IV **four hours**

The dysfunctions caused by and intervention strategies for musculoskeletal disorders, amputations, wounds, and burns will be examined. Upon completion, the student will be able to combine previously and newly learned procedures and strategies to carry out an orthopedic care plan in a laboratory setting. PR: PTA 104.

PTA 202. Techniques V **four hours**

The dysfunctions caused by and intervention strategies for peripheral and nervous system disorders will be examined. Upon completion the student will be able to combine previously and newly learned procedures and strategies to carry out a neurologic care plan in a laboratory setting. PR: PTA 104.

PTA 204. Clinical Education III **three hours**

This rotation consists of one hundred twelve hours over a three week period that will allow the student to begin the process of working within the physical therapy Plan of Care. The emphasis will be to implement, develop, and progress a therapeutic exercise program for the patient to address the impairments of decreased range of motion, decreased strength, decreased endurance, or motor control deficit. PR: PTA 200, 201, 202; Consent of Clinical Coordinator.

PTA 205. Capstone Seminar **two hours**

This intense five week seminar examines the expectations for an entry level physical therapist assistant and focuses on preparation for clinical rotations and entry into the profession. Previously learned and new material relating to safety, plan of care, communication, professional behavior, and knowledge are tied to the role of the PTA. PR: PTA 204.

PTA 206. Clinical Education IV **five hours**

This five week, 200 hour clinical assignment allows the student to apply all previously learned theory and skills to patient care in a clinical setting. Each student is assigned to a clinical center to perform physical therapy modalities and procedures on a variety of patients. PR: PTA 200, 201, 202; Consent of Clinical Coordinator.

PTA 207. Clinical Education V **five hours**

This final five week, 200 hour clinical assignment continues with the correlation of the classroom/laboratory experiences to patient care. The progression of the student's skills to "entry level" will be monitored closely. Each student is assigned to a clinical center to perform physical therapy modalities and procedures on a variety of patients. PR: PTA 200, 201, 202; Consent of the Clinical Coordinator.

Physics
(School of Science and Mathematics)

101. Introduction to Physics **four hours**

A three-hour laboratory period each week supplements the three lecture-recitation periods. Elementary principles of mechanics, sound, and heat are studied in this course. PR: One year of high school physics or one year of high school trigonometry; or Math 101-102, or Math 115.

102. Introduction to Physics **four hours**

A continuation of Physics 101; includes a study of electricity and magnetism, light, and basic atomic and nuclear physics. PR: Physics 101. (Physics 105, 106 substitutes for Physics 101, 102 in all programs. Physics 105, 106 is calculus based and is a more appropriate level of study than Physics 101, 102 for science majors.)

105. Principles of Physics I **five hours**

Students are instructed in the elementary principles and calculus-based mathematical descriptions of matter and energy, including mechanics (linear and rotational motion, force, work and energy, harmonic motion), fluids, wave motion, and thermal physics. A three-hour lab period supplements a four-hour weekly lecture. PR: Math 185 or 190 or TEC 290, CR: Math 186 or 315 or TEC 300.

106. Principles of Physics II **five hours**

Students are instructed in the elementary principles and calculus-based mathematical descriptions of electricity and magnetism, light, optics, and modern physics. A three-hour lab period supplements the four-hour weekly lecture. PR: Physics 105, Math 186 or 315 or TEC 300.

Political Science
(School of Social Science)

101. Introduction to Global Affairs **three hours**

A survey course focusing on the major global issues facing the world today, such as energy, environment, economy, food, population growth, technology and information, war, peace, and human rights.

103. American Government **three hours**

A survey of the American political system dealing with the form and function of the American federal system.

Psychology
(School of Social Science)

General Program

101. Introduction to Psychology I **three hours**

A general overview of the science of psychology. Topics include: science methodology life-span psychology; personality theory; consciousness, stress, health and coping; learning theory; psychological disorders; biopsychology; sensation, cognition and memory; and social psychology.

102. Introduction to Psychology II **three hours**

Topics include: physiology, sensation, perception, social, cognitive process, industrial, community, testing, and psychology as a profession. PR: Psychology 101.

Sign Language Interpreter
(Community & Technical College)

ASL 100. American Sign Language I **three hours**

An introduction to American Sign Language. Attention given to proper syntax and basic grammatical constructs. Over 500 signs used in course, made into conversations, enabling the student to express basic ideas. Non-verbal and pantomime use in language emphasized.

ASL 101. Deaf Culture and History **two hours**

Introduction to the culture common to the Deaf through looking at their history of oppression starting in the 1800s up to the present time. Guest speakers will be brought in to give first hand experiences.

ASL 102. Voice Interpreting I **two hours**

Introductory exercises, showing with the use of example, the progression from Signing to Interpreting. Signs learned will be used in the interpreting setting. PR: ASL 100.

ASL 103. American Sign Language II **three hours**

Continued sign vocabulary growth, with introduction to idiomatic phrases. Emphasis on use of classifiers, expression, body postures, and the signing space. To be taken in conjunction in with ASL 100. PR: ASL 102.

ASL 104. Expressive/Receptive Fingerspelling and Numbers **two hours**

This course is to develop skill in expressive and receptive fingerspelling and numbers, with emphasis on the proper form and use of the manual alphabet and numbers. Students will learn to fingerspell comfortably, minimizing carpal tunnel syndrome, and develop familiarity with recognition of fingerspelling and numbers.

ASL 106. Voice Interpreting II **two hours**

Using signs from ASL 102 and practice from tapes and Deaf guests on options for voicing for circumstances at different levels. Idioms discussed as to strategy for interpretation and how to arrive at decisions for translation choices. PR: ASL 102.

ASL 201. American Sign Language III **three hours**

Sign vocabulary is intensified. Use of familiar signs and the difference in meaning with the use of non-manual gestures. Full conversations using American Sign Language (ASL). Observance and utilization of naturalness, fluency, and functional appropriateness. PR: ASL 103.

ASL 202. Interpreting I **three hours**

Introduction to the profession of Interpreting, including review of ethical role, job opportunities, using all the "tools of the trade". Field trip included to interpreter job site to interview Deaf and interpreter. Videotapes used, various related associations discussed. Extensive practice sessions videotaped and analyzed for improvement. Concentration on listening process. Strategies discussed for predicting sentence flow. PR: ASL 201 or may be taken concurrently.

ASL 203. Voice Interpreting III **two hours**

Use of consecutive voicing. Use of videotape feedback. Deaf evaluation and feedback used. Voicing for Deaf, using various situations. Ability to use various modes of communication styles. PR: ASL 106.

ASL 204. American Sign Language IV **three hours**

Review of all signs learned. Local area signs learned from Deaf. Comparison of ethnic influences. Slang, "home signs," and signs that have become obsolete will be discussed. Continuation of English idioms and the signs chosen to represent them. PR: ASL 201.

ASL 205. Interpreting II **three hours**

Videotaped sessions with Deaf constructive comments. Interpreting practice sessions, increased use of proper cross-cultural communications. Use of elements to include attention to the source and the target language. Certification procedures practiced and analyzed from current videotaped information. Preparation for certification discussed. PR: ASL 202.

ASL 206. Practicum **three hours**

Hours spent in the field during the week to follow class discussion of events. To include ethical issues, team interpreting, room setup, understanding the speaker, and other elements related to the interpretation experience. Average of 5 hours per week to be arranged. PR: ASL 202.

ASL 207. Interpreter Business Ethics **one hour**

How to handle oneself in business settings. To be able to negotiate the elements basic to the interpretation process. How to deal with co-interpreters and team interpreting. Negotiating the circumstances of the work environment and signing system to be used. Discussion of need for code of ethics to guide decisions. Example used and analyzed from RID Certification materials. PR: ASL 202.

Sociology
(School of Social Science)

110. Introductory Sociology **three hours**

The course is built around selected sociological concepts to provide a general understanding of our modern society.

Speech Communication
(School of Fine Arts)

100. Introduction to Speech Communication **three hours**

Examines the theoretical foundations of speech communication through definitional analysis and examination of communication models, code elements, and ethical considerations pertinent to communication in our society. The course provides the opportunity for each student to participate in interpersonal and public speaking presentations to develop his/her skills in interacting with others in both the personal and professional arenas. This course is required of all B.A. and B.S. degree candidates.

103. Listening Skills **one hour**

This course focuses on the foundation techniques-behavioral, attitudinal and cognitive-which are used in effective listening. The course will examine also what is known about listening. Exercises designed to improve listening techniques and skill are included.

107. Speech Improvement **three hours**

Designed for students who wish to improve the effectiveness of their speech (voice and diction). Training in pronunciation, enunciation, and voice production in order to develop standard speech. Therapy for major speech disorders is not administered. May not be substituted for Speech 105 requirement. Offered spring semesters.

215. Nonverbal Communication **two hours**

A course in the non-verbal component of speech communication, which will examine the human body as a message carrier; the message characteristics of space, time, and artifacts; and finally, the functions of non-verbal communication as it affects first impressions, relational communication, and interaction. Spring semester. PR: Speech Communication 100.

Technology
(School of Technology)

Architecture

ARC 130. Architectural History I **three hours**

This course covers architectural history from prehistoric times through the Gothic period. The emphasis in this course will be on the historical, social, and technological factors behind the structures.

ARC 160. Architectural History II **three hours**

This course is a continuation of architectural history from the Renaissance period to the present. The emphasis in this course will be on the historical, social, and technological factors behind the structures. PR: ARC 130.

ARC 200. Graphics **three hours**

This course is an introduction to architectural presentation drawings. The course emphasizes rendering techniques and perspective drawing. PR: DRF 100 or two years of High School Drafting.

ARC 210. Design I **four hours**

Introduction to developing design methodology and subsequently integrating these concepts into the process of design. Topics covered include form studies and theory, and incorporating these into the design of architectural elements. Introduction of sketching, graphic and modeling skills to communicate design concepts. Emphasis on developing the presentation skills of the student. PR: ARC 160, ART 111, Arch. Dwg. elective.

ARC 225. Architectural CADD **three hours**

Introduction to computer aided drafting and design. Material will include an introduction to the basic drawing processes of the computer and subsequent application to design solutions in architecture. PR: CS 101.

ARC 250. Design II **four hours**

Continuation of design methodology as applicable to the design of simple structures. Emphasis on tectonics as well as the nature of materials and the site. Further development of sketching, graphic and modeling skills as students learn to understand, interpret, and represent spaces, as well as further development of presentations skills. A first-year design portfolio will be developed. PR: ARC 210.

Aviation

AP 101. Introduction to Aviation Maintenance **three hours**

A study of the fundamentals of Aviation Maintenance. Topics include: aircraft familiarization, nomenclature, materials, hardware used on aircraft, theory of flight, and basic physics. Meets FAR 147 requirements.

AP 102. Aircraft Basic Science **three hours**

A study of federal aviation regulations, maintenance publications, weight and balance, technical drawings, charts and graphs. Meets FAR 147 requirements.

AP 103. Aviation Shop Practices **three hours**

A study of the use of basic hand tools and power equipment, shop safety, aircraft fluid lines and fittings, aircraft cleaning and corrosion control. The use and care of precision measuring equipment and the use and interpretation of various non-destructive inspection methods. Meets FAR 147 requirements.

AP 105. Aircraft Utility Systems **three hours**

This course covers the areas of airframe ice and rain control systems, fire protection systems, (airframe and engine), and fuel systems (airframe and engine). Also included are transport aircraft systems including doors, lavatory systems, galley systems, passenger service units, windows, emergency equipment, and cargo loading systems. Meets FAR 147 requirements.

AP 106. Aircraft Information System **three hours**

This is a study of the communication, navigation, and instrument systems of the aircraft and engine. PR: AP 101, 102, 103, AP 109, or permission from the instructor. Meets FAR 147 requirements.

AP 201. Reciprocating Engines and System **three hours**

This course is a study of the theory of operation of reciprocating engines and their systems. The course emphasizes the principles of operation, nomenclature, construction, and system design. PR: AP 101, 102, 103, or permission from the instructor. Meets FAR 147 requirements. Co-Requisite: Math 101.

AP 202. Aircraft Sheet Metal Structuresthree hours

This course covers all aspects of sheet metal structures and aircraft welding. A strong emphasis is placed on the hands-on skills. PR: AP 101, 102, 103, or permission from the instructor. Meets FAR 147 requirements. Co-Requisite: Math 101.

AP 203. Reciprocating Engine Maintenance and Return to Service **five hours**

This course emphasizes the hands-on maintenance and overhaul of piston engines. Topics include engine removal, replacement, troubleshooting, inspection, engine maintenance and overhaul, system component repair, inspection, and troubleshooting. PR: AP 101, 102, 103, 201, or permission from the instructor. Meets FAR 147 requirements.

AP 204. Propeller Systems **three hours**

A detailed study of propellers, their components, operation and maintenance. PR: AP 101, 102, 103, 201 or permission from the instructor. Must be taken concurrently with AP 203. Meets FAR 147 requirements.

AP 205. Turbine Engines and Systems **three hours**

A study of the theory of operation of turbine engines and their systems. This course emphasizes the principles of operation, nomenclature, construction and system design. PR: AP 101, 102, 103, or permission from the instructor. Meets FAR 147 requirements.

AP 206. Aircraft Fluid Power and Landing Gear Systems **three hours**

A detailed study of aircraft hydraulic, pneumatic and landing gear systems. This includes the study of airliner systems. PR: AP 101, 102, 103, AP 109, or permission from the instructor. Meets FAR 147 requirements.

AP 207. Turbine Engine Maintenance and Inspection **three hours**

This course emphasizes the hands-on maintenance, overhaul, repair, troubleshooting, and inspection of turbine engines and their systems. PR: AP 101, 102, 103, 205, or permission from the instructor. Meets FAR 147 requirements.

AP 208. Cabin Atmosphere Control Systems **three hours**

This course is a detailed study of aircraft heating, oxygen, air conditioning, and pressurization systems. Large airliner systems will be covered. PR: AP 101, 102, 103, AV 109, or permission from the instructor. Meets FAR 147 requirements.

AP 209. Aircraft Flight Control Systems **three hours**

A detailed study of aircraft control surfaces to include operation, assembly and rigging. Airframe inspection procedures is also covered. PR: AP 101, 102, 103, AP 109, 105, or permission from the instructor. Meets FAR 147 requirements.

AP 210. Non Metallic Structures **three hours**

A study of wood, fabric, composite and plastic aircraft structures; also covered is the finishing of these structures. PR: AP 101, 102, 103, or permission from the instructor. Meets FAR 147 requirements.

Aviation Administration

AM 100. Aircraft Flight Theory three hours

A study of the subject areas and information needed to operate as a private pilot in the aviation environment.

AM 101. Private Pilot Technology three hours

The course is designed to provide successful Private Pilot candidates with the basic skills and knowledge necessary for certification as a Private Pilot under Part 141, Appendix B, of the Federal Air Regulations. The course will consist of approximately 50 contact hours of classroom based ground school instruction and a minimum of 35 hours of logged flight training (total flight hours may vary depending on individual student ability). Students are expected to immediately take the Private Pilot Knowledge Test upon completion of their Private Pilot Ground School component. Students will be signed-off to take the Private Pilot Practical Flight Exam, as required by FAA certification, upon successful completion of all flight requirements.

AM 102. Introduction to Air Traffic Control three hours

This course provides a description of basic air traffic control procedures and phraseology used by personnel providing air traffic control services. Topics include the history of air traffic control, definitions, basic phraseology, airspace utilization, and air navigation and Federal Aviation Administration rules governing air traffic control.

AM 199. Special Topics one-twelve hours

A study of special topics of educational, technical or industrial concern. PR: Consent of instructor.

AM 201. Instrument Pilot Technology three hours

The course is designed to provide successful Instrument Pilot candidates with the basic skills and knowledge necessary for certification as Instrument rated Private Pilot in accordance with the minimum requirements as set forth in Part 141, Appendix B, of the Federal Air Regulations. The course will consist of approximately 30 contact hours of classroom based instrument ground school instruction and a minimum of 35 hours of logged instrument flight training (total flight hours may vary depending on individual student ability). A portion of the instrument flight training may be conducted on a Personal Computer-Based Aviation Training Device (PCATD); up to 10 hours toward flight requirements and 5 hours toward ground school requirements. Students will be expected to immediately take the FAA approved Instrument Pilot Airman Knowledge Test upon completion of their Instrument Ground School component. Students will be signed-off to take the Instrument Pilot Practical Flight Exam required for FAA certification upon successful completion of all flight requirements. PR: Private Pilot certification.

AM 210. Aviation Meteorology three hours

A survey of the basic concepts and processes of atmospheric phenomena and their relation to aeronautical conditions.

AM 211. Airport Management three hours

This course presents a study of airfield operations, and management with a focus on the role of the airport manager, the role of the airport in the community, budgeting, marketing and tenant relationships.

AM 213. Airport Planning and Development three hours

The principles of airport system planning and airport master planning will be studied. Airport design standards, historical evolution of airports, key airport legislation and environmental impact planning for airports are key course topics.

AM 214. Air Traffic Control Procedures three hours

This course is designed to prepare the student to successfully complete the FAA Air Traffic Controller screening exams. Topics covered include: Tower procedures, aircraft separation, departures/arrivals, special procedures.

AM 299. Special Topics one-twelve hours

A study of special topics of educational, technical or industrial concern. PR: Consent of instructor.

AM 300. Commercial Pilot Technology three hours

The course is designed to provide successful Commercial Pilot candidates with the basic skills and knowledge necessary for certification as Commercial Pilot in accordance with the minimum requirements as set forth in Part 141, Appendix B of the Federal Air Regulations. The course will consist of approximately 35 contact hours of classroom based Commercial Pilot Ground School instruction and a minimum of 120 hours of logged Commercial Pilot Flight Training (total flight hours may vary depending on individual student ability). Students will be expected to immediately take the FAA approved Commercial Pilot Airman Knowledge Test upon completion of their Commercial Pilot Ground School component. Students will be signed-off to take the Commercial Pilot Practical Flight Exam for final FAA certification upon successful completion of all flight requirements. PR: Private Pilot and Instrument Pilot certifications or Instructor approval.

AM 301. Aviation History three hours

This course traces man's effort to achieve and sustain flight from early mythology to present. Special emphasis is given to the evolution of the airplane.

AM 302. Aviation Law three hours

A study of the legal requirements of, and the case law/decisions affecting the aviation industry. Topics covered include contracts, liabilities, rights of operators, criminal statues, the U.S. legal system, etc., as applied to aviation.

AM 303. Airline Operations three hours

A study of the administrative aspects of airline operation and management including a detailed study of airline organization, structure, and operational issues. Topics to be covered include airline history, airline economics, airline pricing, airline marketing, fleet planning and labor relations. A case study approach will be used to study individual airlines and/or airline related issues.

AM 304. Aviation Maintenance Management three hours

This course provides instruction concerning the functions and responsibilities of the aviation maintenance manager. Maintenance management in general aviation, regional airlines and major and national airlines will be studied.

AM 305. General Aviation Operations three hours

A study of the general aviation industry, including general aviation aircraft manufacturing, fixed base operations, and corporate flight departments. A basic definition of general aviation, its role and major components will be covered.

AM 307. Aviation Safety three hours

This course introduces the student to various aspects of aviation safety including flight safety, ground safety, and how to manage and plan for safety in aviation. Case studies of individual aviation incidents, safety studies and accidents will be presented. PR: Baccalaureate Majors Only.

AM 399. Special Topics one-twelve hours

A study of special topics of educational, technical or industrial concern. PR: Consent of instructor.

AM 401. Trends and Current Issues in Air Transportation three hours

This course presents an analysis of selected contemporary issues, problems and trends facing various segments of the aviation industry (manufacturers, airlines, general aviation and government). Students will apply previously learned principles to practical problems in the aviation industry.

AM 402. Fiscal Aspects of Aviation Management three hours

This course will provide an introduction to financial management problems encountered in aviation management. Topics covered include basic accounting, financial management principles, cash flow analysis, budgeting and financial statement analysis.

AM 403. Aviation Project one to four hours

Independent study primarily for senior students who wish to pursue study and development work in special areas. Subject must be arranged with the instructor before enrolling in the course.

AM 404. Advanced Composite Structures three hours

An in-depth study of the inspection and repair of Aircraft Composite Structures. PR: Baccalaureate Majors Only.

AM 405. Advanced Non-Destructive Testing three hours

A detailed study of non-destructive testing methods used on aircraft. This course prepares the student for ASNT Level I certification. PR: Baccalaureate Majors Only.

AM 499. Special Topics one-twelve hours

A study of special topics of educational, technical or industrial concern. PR: Consent of instructor.

Avionics

AV 102. Principles of Radio Transmitters and Receivers three hours

This course examines the fundamental principles of radio communications. Specific topics include RF generation, amplification, filtering, frequency conversion, types of modulation, propagation characteristics of RF waves, bandwidth considerations, and other topics related to the transmission, reception, and processing of RF signals. PR: ELE 100.

AP 109. Aircraft Electronics three hours

This course examines the fundamental principles of electronics as applied to aircraft electrical systems. Specific topics covered include AC/DC, series-parallel circuits, circuit analysis theorems, transistors, digital theory and devices. Meets FAR 147 requirements. Co-Requisite: Math 101.

AV 110. Aircraft Power Generation and Distribution Systems three hours

This course examines DC and AC power generation systems, generator paralleling, voltage regulation, power distribution and circuit protection devices, and DC and AC machines used in aircraft systems. Emphasis is on developing an understanding of the systems adequate to test, inspect, troubleshoot, and repair at the system and component levels. PR: ELE 100.

AV 200. Electronic Flight Management Systems three hours

This course introduces the student to the principles of operation of various Flight Management Systems including: auto-pilot, automatic test equipment (BITE), EICAS, and on-board flight management computers. PR: AV 110, ELE 100.

AV 202. Instrument Landing Systems three hours

This course introduces the student to the theory of operation, troubleshooting and operational checks of instrument landing systems. PR: AV 102.

AV 204. Aircraft Navigation Systems three hours

This course focuses on flight navigation equipment used in modern aircraft. The course will introduce the student to the operating principles, components and troubleshooting procedures for navigation systems. PR: AV 102.

AV 206. Aircraft Communication Systems three hours

This course introduces the student to the theory of operation and "Black Box" level maintenance of airborne communications equipment including VHF/HF radios, antennas, interphones, P.A. systems and passenger entertainment systems. PR: AV 102.

AV 208. Avionics Maintenance Practices two hours

This course introduces the Avionics student to the fundamentals of aircraft maintenance with the emphasis on developing manipulative skills.

AV 209. Aircraft Pulse and Radar Systems three hours

This course examines aircraft pulsed microwave systems including weather radar, distance measuring equipment (DME), and ATC transponder systems. PR: AV 102.

AV 210. FCC License Preparation two hours

This course prepares the student to successfully complete the Federal Communication Commission's General Radio-Telephone License. PR: AV 102.

Civil

CIV 200. Introduction to Surveying three hours

This course will provide students with an introduction to surveying. Topics will include theory of linear distance measurement, proper note keeping, transit/tape surveying techniques, leveling procedures, measurement of horizontal and vertical angles, stadia, bearings and azimuths, rectangular coordinates, topography, and mapping techniques. Students will learn to use all types of surveying equipment including levels, transits, theodolites, total stations, and Electronic Distance Measurements (EDM) devices. CR: Math 101 or consent of instructor.

CIV 210. Light Construction four hours

Practices utilized in the erection of residential and industrial buildings with technical information involving problems from ground to roof.

CIV 220. Construction Materials and Methods four hours

Identification, properties and standard test methods for steel, concrete, timber, masonry products, bituminous products, soils, aggregate. Heavy construction methods are also discussed. PR: CIV 210, Math 101, or consent of instructor.

CIV 230. Construction Estimating three hours

This course covers construction cost estimating techniques for various types of construction projects. Included are certain interrelated topics, such as: production, bidding and specifications as they affect the contractor during the cost estimating process. PR: CIV 220, IS 100 or consent of instructor.

CIV 240. Construction, Land and Route Surveying three hours

This course will provide students with an introduction to con-

struction surveying, land surveying, and route surveying. Topics will include horizontal and vertical control, building location and layout, pipeline layout, construction staking procedures, earth quantity measurements, triangulation, horizontal and vertical curves, plan and profile, area and cross sections, volume calculations, mass diagrams, boundary control, and deed descriptions. PR: CIV 200, IS 100.

CIV 275. Civil Engineering Graphics three hours

This course will provide students with an introduction to computer-assisted civil engineering drafting and design. Includes coverage of graphics techniques, drawing organization, dimensioning, orthographic projection, and specific applications of civil engineering drafting and design. Typical applications will include coordinate geometry, contours, topics in highway design, concrete, steel and structural wood drafting. PR: DRF 270.

CIV 280. Environmental Engineering Technology I three hours

This course is designed to serve as an introduction to environmental engineering technology. The course will provide an overview of the environmental field including laws and regulations, water quality, hydraulic and hydrologic fundamentals, water and wastewater treatment, groundwater contamination, and solid waste management. PR: Chemistry 101. CR: Tec 290.

CIV 290. Introduction to Structures three hours

This is an introductory course related to structures, their analysis, and design. This course will provide an elementary overview of the analysis, design, and detailing of steel and wood structures with emphasis on steel. Course coverage will include design of beams, columns, and connections. PR: MEC 200.

Drafting

DRF 100. Engineering Graphics three hours

Basic drawing processes and techniques including freehand lettering, geometric construction, sketching, multi-view and pictorial drawing, dimensioning and sheet layout. Tools, drawing surfaces, computer graphics, and projection theory will be stressed throughout the course.

DRF 205. Technical Illustration three hours

An introduction to convey information as to the shape, size, and formation of a three dimension object. Areas include technical sketches, drawings, and illustrations for parts catalogues. Content areas include: isometrics, perspectives, three dimensional wire frames, and solid models. Three dimensional rendering will also be explored. PR: DRF 270.

DRF 215. Architectural Drafting four hours

A comprehensive study of the planning, designing and drawing of a single family residence. Primary considerations include the site, styling, codes, zones and basic construction techniques. Modern house planning results in a complete set of plans and specifications. PR: DRF 100 (or two years of high school drafting for Architectural majors only) or AD 140

DRF 225. Descriptive Geometry three hours

A study of the science of graphic representation and solution of space problems involving points, lines, intersections, parallelism, perpendicularity, revolution, vectors, developments, shades and shadows, conics, and spherical triangles. PR: DRF 270.

DRF 235. Technical Drafting three hours

This course covers advanced drafting/ design techniques by using a computer graphics workstation. Study will include: industrial detail drawing, electrical/electronics drawing, topographic mapping, pipeline drawing, and production/working drawings. PR: DRF 270.

DRF 245. Architectural Design three hours

As approach to the development of residential design problems. Sketching, interior perspective and rendered perspective will be covered to prepare interior decoration majors. Content covers: architectural, pictorial and presentation drawings.

DRF 255. Tool Design four hours

This course covers the design of tooling, including jigs and fixtures for machine operations such as drilling, reaming, tapping, milling, and turning. Study will include modern tooling techniques, the use of computer graphics, tooling economics, and development of jigs and fixtures that meet ANSI standards. PR: DRF 270.

DRF 270. Fundamentals of CAD three hours

This is an introductory Computer Aided Drafting (CAD) course. Software to be covered will be Windows and the use of AutoCAD. The student will learn on a PC workstation and become familiar with plotters and printers. PR: IS 100, DRF 100 or AD 140 or TEC 104. (Technology Education Majors Only.)

Electronics

ELE 100. Circuit Analysis I three hours

Introduction to the concepts of voltage, current, resistance, capacitance, and inductance. Also covered are Kirchoff's Laws with applications in basic DC-AC, series-parallel circuits. Basic electromechanical devices and transformers are studied. Co-Requisite: Math 101 or 115.

ELE 200. Shop Practices three hours

The student will build a breadboard to be used in subsequent courses. Skills covered in this course include PC board layout and construction, soldering, wiring, component selection, metal fabrication, plastic fabrication, wood fabrication, and general layout procedures. Note: Extra costs are associated with this course. Co-Requisite: ELE 100.

ELE 210. Circuit Analysis II three hours

Continuation of ELE 100 including the theory and application of circuit analysis theorems. Also covered are nonsinusoidal waveforms, three-phase circuits, and the use of computers in solving problems. PR: ELE 100, Math 101 with a "C" or better; Co-Requisite: Math 102, CS 101.

ELE 215. Basic Transistors three hours

Devices studies will include rectifiers, zeners, filters, bipolar transistors and field- effect transistors. The circuitry will include power supplies, the basic amplifier types, multistate amplifiers, power amplifiers, switching circuits, and oscillators. PR: ELE 100, Math 101 with a "C" or better; Co-Requisites: CS 101, ELE 200, 210.

ELE 220. Linear Electronics three hours

Study of the basic concepts of linear integrated circuits including OP amps, regulators, comparators, timers, and phase-locked loops. PR: ELE 210, ELE 215.

ELE 230. Digital Electronics three hours

Theory and experimentation with SSI, MSI, and LSI devices and systems including such basic components as gates, flip-flops, counters, decoders, timers, displays, memories, etc., and such systems as thermometers, tachometers, meters, etc. PR: ELE 210, CS 101, Co-requisite: ELE 215 or consent of instructor.

ELE 240. Industrial Electronics three hours

Study of the operation of industrial power control systems including power devices and control circuits. Power devices covered include relays, contactors, transistors, SCR's and TRIAC's. Control circuits include UJT's, PUT's, DIAC's, photo-devices, timers and control IC's. PR: ELE 220, ELE 230, ELE 250.

ELE 250. AC-DC Machinery and Controls three hours

Practical aspects in the use and maintenance of AC-DC machinery and power distribution including motors, generators, starters, speed controllers, breakers, transformers, etc. PR: ELE 100, Math 102.

ELE 255. Instrumentation and Controls three hours

This course helps students develop an introduction to electrical instrumentation and control systems used in a manufacturing environment. Emphasis is placed on digital and analog converters, noise detection/reduction, digital input/output methods, serial communications, counters/timers, and sensors (thermal, mechanical, and optical). PR: ELE 250, *Not Open to Electronics Majors.*

ELE 260. Communication Systems three hours

Theory, operation, and maintenance of AM, FM, PM, and digital communications systems. PR: ELE 220, ELE 230.

ELE 270. Microcomputers three hours

Theory and experimentation with microcomputer including instruction sets, memories, I/O, programming (machine code, assembler, and high level), interrupts, peripherals, and interfacing. PR: ELE 230.

ELE 280. Programmable Controllers three hours

An introduction to programmable controllers and their application to sequential process control. Topics include basic operating characteristics, relays, timers, counters, sequencers, editing, and on-line data control. Practical laboratory experiences will be provided in controller applications, programming, installation, and maintenance. PR: CS 101, ELE 230, or consent of instructor.

Graphics

GCT 100. Graphic Communications Processes three hours

This course is an introduction to the graphic arts and deals with the basic methods of placing visual elements on receiver materials. An investigation is made of relief, intaglio, planographic, porous, and electrostatic methods of printing. Continuous tone photography, basic bindery operations, and introductory microcomputer operation also are experienced. Course activities include the use of introductory word processing and basic painting and drawing software.

GCT 150. Computer Applications to Graphics three hours

This course is an assessment of the impact of "Intelligent Electronics" on the graphics industry and the development of computer applications to the solution of graphic related situations. With an emphasis on the Apple Macintosh, there is a thorough coverage of microcomputer fundamentals, operating systems, and computer programs including the spreadsheet, database, and various types of graphic software. The student becomes involved in both theoretical and hands-on experiences.

GCT 200. Introduction to Desktop Publishing three hours

This course presents the basics in the make-up of copy with an emphasis on composition and typography. Students will produce tangible photo ready art and introductory electronic prepress images using the Apple Macintosh. Single and multiple color paste-up techniques, forms layout, cropping and scaling of photographs, and media conversion are among the activities that will be beneficial in upper level graphics classes as well as future employment endeavors. CR: GCT 150.

GCT 210. Graphics - Methods and Materials three hours

This intermediate course further explores the tools, materials, and processes used in both the traditional and current digital methods of converting camera ready images to print. Introductory process camera, film assembly, press operation, and bindery will be investigated. Both theoretical knowledge and hands-on experience in the use of printing equipment will be employed. PR: GCT 100.

GCT 225. Basic Photography three hours

A beginning course in the utilization of the hand-held camera. The emphasis is placed on both the taking of pictures and the processing of black and white film. Topics covered include film and film processing, camera basics, camera formats, lens types, portrait photography, and photographic ethics.

GCT 230. Layout and Design I three hours

Printed materials will be analyzed in terms of design, effective use of type, and color. Knowledge of art specification and preparation for reproduction will be acquired. Time is given to the design and production of original work. PR: GCT 200.

GCT 335. Layout and Design II three hours

A continuation of GCT 230. The student continues work on thumbnail, rough and comprehensive layouts for presentation to the customer. PR: GCT 230.

GCT 250. Graphics Practicum four hours

Supervised on-the-job learning/work experience with a cooperating business or college in-house graphics production area. Students will gain experience in graphics related specialties of the selected practicum training center. PR GCT 210 and instructor's permission.

GCT 255. Advanced Image Transfer three hours

This course is a continuation of the press related portion of GCT 210 and is a self-paced course. More advanced set-up, single and multicolor operation, troubleshooting, basic press maintenance, film assembly, and safety considerations are included. Students will complete several multicolor projects during the course. PR: 210

GCT 265. Estimating and Cost Analysis three hours

Production planning, scheduling, materials purchasing, and personnel management in print production operations are investigated. Accurate, orderly systems including computer solutions are used to estimate costs, material, equipment, and labor.

GCT 270. Screen Printing Techniques three hours

An examination of screen process stencil systems, substrates, inks, framing methods, and fixtures. Students will gain experience in the printing of flat objects, textiles, pressure sensitives, decals, and cylindrical objects. Both single color and multicolor imaging will be investigated.

GCT 275. Production (Offset/Screen Printing) three hours

This self-paced course provides practical experience in the production of department or Schools' newsletters and other offset and screen printed graphic products.

GCT 280. Electronic Publishing three hours

This course is a continuation of GCT 200 specifically oriented toward the production of computer based publishing using Apple Macintosh. Students will gain experience in more advanced electronic composition and pagination. PR: GCT 200.

GCT 290. Electronic Art and Computer Imaging three hours

Students will use illustration and painting software for the creation of high resolution commercial quality course projects. Students will use microcomputer workstations, flatbed scanners, electronic cameras, and image processing software for retouching, manipulating, and enhancing images. PR: GCT 150 or instructor's permission.

Manufacturing

MFG 100. Materials and Processes three hours

Emphasis is placed upon the scientific concepts underlying the basic, procurement, process, fabrication and finishing industries while studying the physical and chemical properties of the organic and inorganic materials utilized in today's industrial complex.

MFG 110. Machine Shop four hours

Fundamentals of hand and machine tools, involving the lathe, drill press, grinder, mill saw and other metal working machines with problem solving in layout and machine design.

MFG 190. MCACEC Internship fourteen hours

This course is designed as an internship experience for students enrolled in the Marion County Adult and Community Education Center's Computer Integrated Manufacturing Certificate program. Work experiences related to this internship include residential and industrial electrical wiring and device installations, preparation for the National Electrical Code Journeyman's Test, electronic components and devices, and selected manufacturing production processes. PR: Enrollment in MCACEC CIM Certificate Program.

MFG 205. Engineering Economy three hours

Techniques of engineering economy as related to cost, design, and selection of materials. PR: Math 102.

MFG 225. Computer Numerical Control I three hours

This course builds on the manual machining skills learned in MFG 110. Student will first learn how to interface a computer with a machine tool. Absolute, relative and, polar computer numerical control (CNC) programming codes are then learned for 2 axis machine lathes and 3 axis machine mills. Labs include using Fanuc off-line programming stations to program and cut parts on CNC machines. PR: MFG 110

MFG 250. Total Quality & SPC three hours

The purpose of this course is to introduce students to concepts related to total quality management and statistical process control. Topics include the total quality concept, contributions of W. Edwards Deming, quality and competitiveness, establishing a customer focus, leadership and teamwork, decision-making and problem solving, foundations of statistical process control, and continuous improvement. PR: None.

MFG 260. Master Planning/Systems three hours

The Master Planning/Systems course is designed to teach the student the basic concepts of strategic planning, production planning, master production scheduling, forecasting, resource planning, order servicing, and demand management. This would include the ability to recognize strategic drivers that affect production and inventory management and how to configure and integrate production and inventory systems within the business environment. Also included in this course is the application of controls and bills of materials in the manufacturing environment. PR: MFG 280 or Consent of Instructor.

MFG 270. Inventory Management/MRP three hours

The Inventory Management/MRP course covers the development of inventory management objectives, inventory planning systems, inventory control functions, physical distribution, and inventory accounting methodology. Included are principles of lot sizing, aggregate inventory management, demand management, information system considerations and environmental factors. Also covered is the use of material requirements planning (MRP) as an inventory management tool. The data sources, bills of materials, and other requirements of applying MRP will be discussed. PR: MFG 285 or Consent of Instructor.

MFG 280. Production Activity Control/CRP three hours

The Production Activity Control/CRP course covers the scheduling and control of manufacturing and suppliers, relationships within the organization, priority control, and lead time management. Also, included is the use of capacity requirements planning (CRP) and associated data sources and requirements. There will be a main emphasis on data, measurements, and reporting within the organization. Other topics covered are input/output control, production leveling, line balancing and flow balancing in the overall production environment. PR: MFG 270 or Consent of Instructor.

MFG 285. Just-In-Time/Technologies three hours

The Just-In-Time/Technologies class involves the study of total quality control, total people involvement (empowerment), and the integration of all functions (finance, engineering, marketing, suppliers, etc.) with production. This course also includes the study of physical workplace organization, total preventative maintenance, problem solving techniques, and reductions in setup times, inventories, and lead times.

MFG 290. Statistical Process Control three hours

This course covers the statistical methods used to differentiate between special and common causes of process variation. Process control, capability and charting are also studied. The course concludes with an examination of project evaluation and improvement strategies. PR: PSYCH 240.

MFG 295. Methods Measurement three hours

An overview of basic processes used to measure and standardize production methods within a manufacturing enterprise. Topics of study include methods analysis, work sampling, work measurement, predetermined time systems, motion picture/video analysis, principles of motion economy, job evaluation, and job pricing. Laboratory assignments will be conducted with practical experiences. PR: Math 101.

MFG 299. Manufacturing Practicum four hours

This course consists of a supervised on-the-job learning/work experience with a cooperating manufacturing company. Students will gain "real world experience" and have an opportunity to apply the competencies they have gained to an actual project. PR: MFG 260, 265, 270, 275, 280, 285 or consent.

Mechanical

MEC 100. Statics three hours

The study of force systems that act on rigid bodies that are in static equilibrium. Topics of study include the analysis of coplanar and noncoplanar force systems using analytical and graphical methods, PR: Math 101 with a "C" or better, Co-requisites: Math 102.

MEC 200. Strength of Materials four hours

The analysis of stress and deformation of deformable bodies under the action of forces. The design and selection of tension and compression members, shafts and beams. Topics of study include stress and strain, Hook's Law, mechanical properties of engineering materials, torsion, bending, and buckling theory. PR: Math 102 and MEC 100 with a "C" or better in both.

MEC 210. Thermodynamics I three hours

A beginning course to introduce the study of the thermodynamic laws of conservation of mass and energy. Applications in the analysis of energy sources, transformations and utilizations. PR: MEC 100 with a "C" or better, Co-requisites: Physics 101, TEC 290.

MEC 220. Fluid Mechanics three hours

A study of the mechanics of fluid systems. Topics include fluid statics and dynamics, dimensional analysis and similitude, steady flow of incompressible fluids in pipes, ducts, and open channels; steady flow of compressible fluids over surfaces and about immersed bodies; and turbomachinery. PR: MEC 200, TEC 290, or consent of instructor.

MEC 240. Machine Design I three hours

Application of the principles of mechanics to the design and selection of machine components. Topics of study include: beams, columns, shafts, gears, bearings, belts, brakes, and springs. Design projects will be assigned and computer solutions will be utilized. PR: MEC 200, C.S. 101, TEC 290.

Safety

SAF 201. Safety and Environmental Components of Industry three hours

This course provides an introduction to OSHA and EPA regulations pertaining to general and construction industry record keeping, OSHA/EPA inspection, fire, chemical exposure, most frequent violations, and others.

SAF 202. Safety Techniques and Practices in Modern Accident Prevention three hours

This class provides an examination of administrative practices, principles, concepts and techniques used by safety practitioners proven to be effective in controlling losses in industry. PR: SAF 201, Math 101.

SAF 250. Safety Compliance in Construction & General Industry three hours

This course provides an in depth study of occupational safety and health standards, along with additional compliance methods relating to both general and construction industry. PR: SAF 201.

SAF 260. Fire Prevention and Inspection three hours

This course provides an examination of the chemical requirements for combustion and design of water supply and distribution system for fire protection. Emphasis is placed on fundamental theories, inspection methods, determination of relative hazards and application of codes and standards. PR: Chem 102, SAF 201; CR Phys 102.

Technology

TEC 100. Technology and Society three hours

An analysis of the historical development of man and technology as antecedents of the technological society. Students will interact with the domains of technology through problem solving applications of engineering problems.

TEC 101. Introduction to Technology three hours

This course is intended as a survey of the discipline of technology. The goal of the course is for the student to develop some measure of technological literacy and an understanding of the uniqueness of technology in human endeavors. Instruction will consist of lectures, media presentations, discussions, field trips, and class activities.

TEC 104. Technology Design & Problem Solving three hours

This course provides incoming students with prerequisite knowledge and skills for required technology systems classes that follow. Students will study 1) philosophy, rationale, and current curriculum trends in Technology Education, 2) basic design/drafting techniques, 3) laboratory and machine tool safety practices, and 4) design and problem solving processes used in Technological career fields. Class methodology will include both lecture and applied experiences with tools, equipment, and processes of technology.

TEC 150. Control Technology three hours

Control technology is a course that addresses mechanical, fluid, electrical, electronic and computer instrumentation used to regulate technical products and systems. Students will develop knowledge and skills of common control related components/devices and apply them to the solution of practical problems found in typical technology education settings. CR: Math 101.

TEC 199. Special Topics one-three hours

A study of special topics of educational, technical, or industrial concern. PR: Consent.

TEC 202. Transportation I four hours

A study of the means by which mass is moved from one point to another. This will be achieved by studying the propulsion, guidance, control, suspension, structure, and support elements of a wide variety of transportation subsystems. PR: None.

TEC 203. Manufacturing I four hours

This course deals with an introduction to the inputs, processes, and outputs of the manufacturing system. The methodology of the course will involve students with selected Research [Development and Production processes of the Manufacturing system. More specifically, each student will design and engineer a middle school or high school level product. They will then perform selected production planning, plant engineering, and quality control activities to prepare their product for mass-production. The results of these Research & Development and Production activities will be developed into camera ready copy production packets. Finally, each student will set up a production line for the class to mass-produce a limited number of their products, using jigs, fixtures, and/or other mass-production related tooling. PR: IS 100, MFG 100, TEC 104.

TEC 204. Construction I four hours

This first course in construction is designed to acquaint students with the impacts of construction on society, basic concepts of architectural design, construction accouterment (materials, tools, and equipment), specifications and contracts, and processes involved in residential construction. Students will complete an historic timeline of construction and will deliver an oral presentation on a specific residential construction topic. Students will perform several traditional construction activities such as: materials testing, card structures, and a building a residential model. They will also complete an activity where they will study the impacts of construction on society. PR: TEC 104, MFG 100.

TEC 250. History of Technology three hours

A survey course from prehistorical tool-making to atomic energy and computers in the twentieth century. Credit in history or technical education. PR: None.

TEC 290. Engineering Analysis I four hours

Technical problem solution utilizing analytical geometry and calculus. Topics include: curvilinear motion, related rates, curve sketching, maximal and minimal problems; areas, volumes, centroids, and moments of inertia by integration. PR: Sophomore standing. Math 101 and 102 with a final grade of "C" or better in each course and at least nine credits of technology courses.

TEC 299. Special Topics one-three hours

A study of special topics of educational, technical, or industrial concern. PR: Consent.

Wood

WOD 100. Wood Technology three hours

The theory, application and treatment of woods and hand and machine wood- working. A basic class dealing with wood identification, wood usage, woodworking tools and machines fabrication, joinery, adhesion, and finishing. PR: None.

WOD 205. Furniture Construction and Design two hours

A lecture-laboratory course in the development function of design, especially as it applies to the area of household furniture. Student problems include the designing of furniture and other household articles which are to be used as projects in the industrial arts laboratories. PR: WOD 100.

WOD 215. Wood Finishing three hours

A survey course in the materials and methods commonly used in the finishing of furniture and similar articles, and readily applicable to use in high school situations. The various types of dyes, stains, shellacs, varnishes, lacquers, and sealers will be used on sample panels. PR: WOD 100.

WOD 225. Cabinet Construction and Design two hours

A lecture-laboratory course in the developmental function of design, especially as it applies to cabinet making. The projects will be made in conformity with the drawings and specifications as developed. Advanced work in the use of machine tools, techniques, and processes will be stressed and a high level of craftsmanship will be maintained. PR: WOD 205.

WOD 235. Advanced Woods three hours

A lecture-laboratory course with emphasis on the use of advanced techniques in the design and construction of home furniture. Particular attention is given to the use of veneers, inlays, overlays, and other advanced methods of enhancing the finished appearance of projects: PR: WOD 100.

Theatre
(School of Fine Arts)

100. Theatre Appreciation two hours

This course examines the elements and components which create theatre. Students are encouraged to apply their knowledge in a critical appreciation of theatre. This class may be used to fulfill general studies requirements.

Veterinary Technology
(Community & Technical College)

113. Introduction to Veterinary Technology three hours

The students will study veterinary laws and ethics, business and hospital management, and comparative anatomy and physiology. Various methods of administering drugs will be evaluated and practiced. The students will practice the care, handling, and restraint of the dog and cat. Two hours lecture and two hours lab per week. PR: Admission to the VT Program.

114. Breeds and Breeding two hours

The students will be taught the breeds of the dog and the cat, breeding behavior, reproductive physiology, and nutrition. Two hours lecture per week. Open to all students. Fall Semester.

116. Clinical Procedures five hours

The students will study and apply radiographic procedures, basic bandaging and external fixation techniques, surgical nursing, instrument and equipment care, and application of veterinary anesthesiology. The pharmacology of veterinary preanesthetics and anesthetics will be covered. Necropsy and tissue sampling techniques will be practiced. Three hours lectures and two two-hour labs each week. PR: VT 113, VT 114, and Biology 170. Spring Semester.

122. Veterinary Pharmacology three hours

Drug laws and regulations are reviewed. The principles, simplified chemistry, and basic concepts of pharmacology are covered. The more common drugs and their variations among species are presented. A survey of the biochemistry of metabolism and the role of nutrition in disease treatment is covered. Three hours lecture per week. PR: VT 113, VT 114 and Biology 170. Spring Semester.

130. Animal Parasitology three hours

The life cycle, pathologies and management control techniques of the parasites of the common domestic animals will be studied. The laboratory techniques for diagnosing these parasites will be practiced. Two hours lecture and two hours lab per week. Open to all students.

170. Veterinary Anatomy and Physiology four hours

This course is designed to familiarize students enrolled in Veterinary Technology with the architecture of cells, tissues, organs and organ systems in the functional animal body. Using the canine, equine, and bovine species as models, students will study, in detail, the digestive, respiratory, cardiovascular, excretory, nervous, endocrine, and reproductive systems with emphasis on comparative structures and clinical significance of each body system. This course is designed to meet the requirements of the Veterinary Technology Program will not count toward any degree in Biology. Three hours lecture and one-two hour lab per week. PR: Admission to the Veterinary Technology Program or Instructor permission.

199. Special Topics in Veterinary Technology one-twelve hours

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs. Arranged.

210. Laboratory Animal Techniques I three hours

The current edition of the AALAS Manual for Assistant Laboratory Animal Technicians will be the guide for course material. The students will study the care, handling and restraint of common laboratory animals. The taxonomy of vertebrate animals is reviewed. Successful completion will prepare the student to take the ALAT certification examination by the AALAS. One hour lecture and two, two-hour labs per week. Open to all students. Spring Semester.

212. Health Management of Farm Animals three hours

The students will study the care, handling and disease prevention of farm animals. They will practice restraint and medication techniques. Interstate regulations and shipping documents will be reviewed. The common domestic breeds of the cow, horse, pig, sheep, and goat will be studied. Several field trips will be included. One hour lecture and two two-hour labs per week. PR: VT 271. Fall Semester.

217. Clinical Laboratory Procedures four hours

The students will study theory and practice the laboratory techniques for complete blood and urine analysis, vaginal cytology, analyses of transudate and exudate as related to clinical veterinary medicine. Two hours lecture and four hours lab per week. PR: VT 271. Fall Semester.

219. Seminar for Veterinary Technicians two hours

This course is concurrent and interrelated with VT 272. It is designed to correlate the academic and applied techniques learned by the technician. Variations in techniques will be compared; advanced techniques may be presented. Each student is required to prepare a resume to complete the course requirements as well as an in-depth written scientific report. PR: VT 210, VT 212, VT 217, VT 222.

222. Diseases of Domestic Animals four hours

The body's normal defense systems and their responses to pathology will be presented. Infectious, hormonal, traumatic, and toxicological diseases of domestic animals will be covered. Four hours lecture per week. PR: VT 271. Fall Semester.

271. Veterinary Preceptorship I four hours

The student spends eight hours a day, four days a week working with a veterinarian for one summer term. The student will have the opportunity to function as a member of the veterinary staff. The student will be able to apply techniques learned in the classroom. PR: Completion of the first year of the Veterinary Technology curriculum.

272. Veterinary Preceptorship II twelve hours

The student spends eight hours a day, four days a week in the spring semester working with a veterinarian. The student is expected to function as a full member of a veterinary staff. The student is expected to be able to apply all techniques learned in the classroom and is expected to be able to learn and/or develop variations in techniques learned in the classroom. PR: VT 212, VT 217, VT 222.

310. Laboratory Animal Techniques II three hours

The current edition of the AALAS Manual for Laboratory Animal Technicians will be the guide for course material. A more extensive study of laboratory animal husbandry will be presented. Research methodology will be studied. In depth review of current government regulations for research animals and facilities will be discussed. Successful completion of this course will prepare the student to take the Laboratory Animal Technical Certification Examination by the AALAS. Two hour lecture and one, two hour lab per week. PR: VT 210 or current ALAT certification.

Directory

Higher Education Governance

Higher Education Policy Commission

The Higher Education Policy Commission was established by Senate Bill 653 enacted on March 19, 2000. The commission is responsible for developing, gaining consensus around and overseeing the implementation of a public policy agenda and for developing a master plan for higher education for the state. The commission is comprised of nine members, seven of whom are appointed by the Governor with the advice and consent of the Senate.

J. Thomas Jones	Huntington
Ron Stollings	Madison
Elliott G. Hicks	Charleston
John Hoblitzell, Chairman	Charleston
Shawn R. Williams, Vice Chairman	Clarksburg
Mary Clare Eros	Martinsburg
Kay H. Goodwin	Ripley
David L. Stewart	Charleston

Institutional Board of Governors

The institutional Board of Governors for Fairmont State College consists of nine members appointed by the Governor with the advice and consent of the Senate and a representative from the faculty, classified staff, and student body chosen by their respective groups.

Stephen R. Brooks	Fairmont
Larry Mazza	Clarksburg
Phil Reale	Glenville
Jim Griffin	Bridgeport
James E. Estep	Morgantown
Bob Kittle	Bridgeport
J. Richard Martin	Fairmont
Michael J. Vetere, Jr.	Morgantown
J. Richard Martin	Fairmont
Janice Denison	Fairmont
Connie Moore	Faculty Representative
Ann Lester	Classified Staff Representative
Josh Schrader	Student Representative

Institutional Board of Advisors

The institutional Board of Advisors for Fairmont State Community and Technical College consists of eleven members appointed by the Governor with the advice and consent of the Senate and a representative from the faculty, classified staff, and student body chosen by their respective groups.

Mary Anderson	Clarksburg
Bruce Carter	Clarksburg
Michelle Casteel	Clarksburg
Dixie Copley	Fairmont
Jim Hunt	Clarksburg
Paul Jerrett	West Union
Glen Karlen	Elkins
Joann McCoy	Bridgeport
Roger Perdue	Farmington
Stan Pickens	Clarksburg
Charles Reese	Fairmont
Gerald Bacza	Faculty Representative
Bobbi Dodd	Classified Staff Representative
Chris Shamblin	Student Representative

Administration and Staff

PRESIDENT OF THE COLLEGE ..... Daniel J. Bradley, Ph.D.
Assistant to the President ..... Sarah L. Hensley, M.A.
ACADEMIC AFFAIRS, Provost and Vice President for ..... Frederick G. Fidura, Ph.D.
Associate Provost ..... Harry R. Faulk, D.A.
ACADEMIC SERVICES/CIO, Vice President for ..... Michael F. Burns, Ed.D.
ADMINISTRATIVE AND FISCAL AFFAIRS, Vice President for ..... Enrico Porto, B.S.
Assistant Vice President .....
Financial Management Analyst ..... Christopher Morgan, C.P.A., B.S.
ADMISSIONS, Executive Director of Enrollment Services ..... Douglas Dobbins, M.A.
Admissions Counselor ..... Anna Casale, B.A.
Admissions Counselor ..... Kimberly Kimble, B.S.
Admissions Counselor ..... Stephanie Stricklin, B.S.
Admissions Counselor ..... Daniel Culliver, B.S.
Senior Admissions Counselor ..... Kristi Hill, M.A.
ADVISING CENTER, Director of ..... Janice Williams, M.S.
AFFIRMATIVE ACTION, Director of ..... Sarah L. Hensley, M.A.
ALUMNI RELATIONS, Director of ..... John D. Nabors, B.S.
ATHLETICS, Director of ..... David Cooper, M.A.
CAMPUS SAFETY AND POLICE, Chief of ..... Lorin Elder, B.S.
CAREER SERVICES AND STUDENT EMPLOYMENT, Director of ..... Sally V. Fry, M.S.
Support Services/Student Employment ..... Ann Lester, B.A.
COMMUNITY AND TECHNICAL COLLEGE
Provost for ..... Blair Montgomery, M.A.
Assistant Provost ..... Richard McCormick, M.B.A.
Dean of Instruction .....
Academic Development Center, Program Manager ..... Nancy Parks, M.A.
Non-traditional Students, Coordinator of ..... Frances Meredith, B.S.
Off-Campus Programs, Director of ..... Marilyn Wolfe, M. A.
Vocational Projects/Sex Equity, Coordinator of ..... Jennifer Weist, M.S.W.
Counselor I .....
ECONOMIC DEVELOPMENT, Director of ..... Dale R. Bradley, B.S., M.B.A.
Business and Industry Training Coordinator ..... Timothy Dunigan, M.B.A.
GRANTS AND CONTRACTS, Vice President of ..... Denise Whittaker, M.S.
INSTITUTIONAL ADVANCEMENT, Vice President of ..... Mort E. Gamble, M.A.
Director of Annual and Special Gifts ..... John Aaron Ryan., B.S.
Gifts Specialist ..... Brian J. Shaffer, B.S.
FINANCIAL AID, Director of ..... Kaye Widney, B.A.
GASTON CAPERTON CENTER, Director of ..... Timothy R. Oxley, M. A.
Counselor II ..... David Young, M.S.
HUMAN RESOURCES, Director of ..... E. Stephen Leach, M.A.
INFORMATION TECHNOLOGY, ... Michael F. Burns, Ed.D.
Computer Center, Director of ..... Edward E. Bock, II, M.S.E.E.
Media Services, Director of ..... Charles G. Manly, M.A.
Information Services, Manager of ..... Barbara Fallon, Ed.D.
LIBRARY SERVICES, Director of ..... Thelma Hutchins M.S. in L.S., M.L.S.
Assistant Director/Head of Technical Services ..... Matyas Becvarov, M.L.S., M. A.
Cataloging Librarian ..... Robert H. Hammonds, M.L.S.
Distance Learning Library Services Librarian ..... William F. Grubb, M.L.I.S.
Reference Librarian ..... David Matthews, M.L.I.S.
Reference and Interlibrary Loan Librarian ..... Sharon Mazure, M.L.I.S.
School Library Media Coordinator ..... Beth Stefanowicz, M.L.I.S.
Electronic Services Librarian ..... Toru Chiba, M.A. in L.I.S.
PHYSICAL FACILITIES, Director of ..... Larry Lawrence, M.S.
PUBLIC RELATIONS, Director of ..... Amy Baker, M.A.
QUALITY IMPROVEMENT, Director of ..... Janet C. Perry, Ed.D.
ROBERT C. BYRD NATIONAL AEROSPACE
EDUCATION CENTER, Director of ..... Pieter Blood, M.S.
REGISTRAR ..... Joseph C. Kissell, M.A.
RESIDENCE LIFE, Director of ..... Tim Rice, Ed.D.
SMALL BUSINESS DEVELOPMENT CENTER, Director of ..... M.E. Gamble, M.A.
STUDENT AFFAIRS, Vice President for ..... Michael Belmear, M. A.
Counselor II ..... Kat Stevens, M.S.
Multicultural Affairs, Director of
Students with Disabilities, Coordinator for ..... Rico O. Tyler, M.Ed.
Student Activities, Coordinator for ..... Laurie Johnston, B.S.
STUDENT CENTER, Director of ..... Michel Belmear, M. A.
STUDENT HEALTH SERVICE, Coordinator of ..... Yolanda Kirchartz, B.S.N.
TEACHER EDUCATION, Dean of ..... Harry J. Hadley, Ed.D.
VETERANS COORDINATOR ..... James Walker, B.S.

Faculty

ANDREW, ROBERT G. II (2002)
Coordinator/Assistant Professor of Emergency Medical Services Program
R.B.A. and A.A.S. Fairmont State College

BACZA, GERALD L. (1981)
Coordinator and Professor of Drafting & Design
B.S. California State College
M.A., Ed.D. West Virginia University

*BAKER, DANIEL S. (2001)
Assistant Professor of Aviation Technology
A.A.S. Community College of Air Force
B.S., M.S. Embry-Riddle Aeronautical University

BLOOD, PIETER H. (1994)
Director of the Robert C. Byrd National Aerospace Education Center
Associate Professor of Aviation Technology
A.A. Lane Community College
B.S., M.S. Oregon State University

*BOGGESS, LES E. (1997)
Coordinator of Criminal Justice
Assistant Professor of Criminal Justice
B.A. Fairmont State College

*BOLYARD, MARTHA JEAN (1989)
Coordinator of Learning Skills/Math
Associate Professor of Learning Skills/Math
A.A. Potomac State College
B.S., M.A. West Virginia University

*BORN, BEVERLY R. (1995)
Coordinator of Physical Therapy Assistant Program
Assistant Professor of Physical Therapy Assistant
B.A., B.S., M.P.A. West Virginia University

*CHESHIRE, NANCY J. (1998)
Coordinator/Associate Professor of Early Childhood
B.S., M.Ed., West Virginia Wesleyan

CHIBA, TORU (2002)
Electronic Services Librarian
Bachelor of Law, Kansas University
M.A. The University of Iowa
M.A. The University of Iowa

*CORK, DONNA M. (1998)
Coordinator/Temporary Instructor of Sign Language
A.A.S. Villa Maria College
B.S. Gallaudet University

CUNNINGHAM, AMY, RIHA, CTR (2002)
Assistant Professor of Health Information Technology
A.A.S. Fairmont State College
B.A. Wheeling Jesuit University

*FINDLEY, VICKIE (1991)
Coordinator of Health Information Technology
Assistant Professor of Health Information Technology
A.A.S. Fairmont State College
B.S. The Ohio State University
B.S. Fairmont State College
M.P.A. West Virginia University

*FRENCH, MARTHA (1984)
Professor of Learning Skills
B.A. Arkansas College
M.A., Ed.D. West Virginia University

GILBERT, BRAD M. (1992)
Associate Professor of Aviation Technology
B.S. Southern Illinois University
M.B.A. Heller Graduate School

*HAMILTON, PAMELA (2001)
Coordinator and Assistant Professor of Food Service Management
B.A. Fairmont State College
M.S. West Virginia University

*HAVERN, ROBERT L. (1999)
Coordinator of Veterinary Technology
Associate Professor of Veterinary Technology
B.A. West Virginia University
Ph.D. West Virginia University
D.V.M. The Ohio State University

*HILL, SUELLEN HEADLEE (1997)
Instructor of Physical Therapist Assistant
B.S. West Virginia University

*HINES, GENEVA (1994)
Director and Temporary Instructor of English as a Second Language
Coordinator for International Students
B.A., M.A. West Virginia University

*LAREW, LALAH L. (1994)
Associate Professor of Learning Skills
B.S., M.S., Ed.D. West Virginia University

LAUFFER, LARRY M. (1982)
Coordinator of Graphic Technology
Associate Professor of Graphics
B.S., M.A. California State College

*LAWLER, NANCY (1994)
Coordinator/Assistant Professor of Business Information Systems Programs
Certified Trainer for Information Systems Technologies
B.A. Fairmont State College
M.A. West Virginia University

*LOVETT, LESLIE (1990)
Associate Professor of Medical Laboratory Technology
B.S. Arizona State University
M.S. SUNY at Buffalo

*LUPICA-SCOTT, DEBRA (2000)
Temporary Instructor of Learning Skills
B.A. Waynesburg College
M.A. West Virginia University

*MARBURY, KERRY (2001)
Temporary Assistant Professor and coordinator of Interdisciplinary Studies
R.B.A. Fairmont State College
M.S. West Virginia university

*MCCORMICK, CARL R. (2000)
Assistant Provost for the Community and Technical College
Temporary Assistant Professor of Business
B.S. Steed College
M.B.A. Elon College

*NEWCOME, BETH THORNE (1984)
Coordinator and Professor of Applied Design
B.S., M.S. West Virginia University
Ph.D. The Ohio State University

PAGAN, RICHARD B. (1997)
Assistant Professor of Avionics Maintenance
A.A.S. Community College of Air Force
B.S. Liberty University

*ROMESBURG, ROSEMARIE R. (1998)
Coordinator of Medical Laboratory Technology
Professor of Medical Laboratory Technology
B.S., M.S., Ph.D. University of Pittsburg

*ROSE, MARIA (1991)
Coordinator of Learning Skill/English
Professor of Learning Skills
B.A. Fairmont State College
M.A., Ed.D. West Virginia University

*SIMMS, BABETTE (2000)
Associate Professor of Veterinary Technology
B.S., D.V.M. Oklahoma State University

* Founding Faculty

*SNYDER, DONNA (1987)
Associate Professor of Information Systems Programs/Business Education
B.A. Fairmont State College
M.A. West Virginia University

STRICKLIN, DONALD (2001)
Instructor of Aviation Maintenance Technology
A.A.S. Fairmont State College

STOSE, THOMAS A. (1996)
Associate Professor of Aviation Technology
B.S. The Ohio State University
M.S. Colorado State University

*WOODS, SANDRA R. (1991)
Professor of Learning Skills
B.A. College of Notre Dame of Md.
M.L.A. Johns Hopkins University
Ph.D. West Virginia University

*YOKLEY, ROBERT (2001)
Instructor of Aviation Technology
B.S. Northrop Institute

FLOYD, BRIAN A. (2002)
Temporary Instructor of Food Service Management
B.S. West Virginia University

KING, LINDA S. (2002)
Assistant Professor of Learning Skills
B.A. Fairmont State College
M.S. West Virginia University

LOSH, RUBY L. (2002)
Instructor of Sign Language Interpreter
A.A.S., B.S. Fairmont State College

SWINEFORD, WILLIAM E. (2002)
Assistant Professor of Aviation Technology
A.S. Fairmont State College

Emeriti Faculty and Staff

Paul E. Edwards Ph.D.
Professor Emeritus

Sister Marie Horvath, M.S.
Professor Emerita

Sally Tarley, M.A.
Professor Emerita

Health Careers Affiliate Personnel

Health Information Technology Program

Sixty-three clinical affiliates located in West Virginia, Ohio, Maryland, and Pennsylvania are utilized for practicum experience. These sites include hospitals, clinics, physician's offices, veterinary hospitals, accounting firms, attorneys' office, nursing homes, behavioral health centers, prisons, home health agencies other agencies that use health information.

Medical Laboratory Technology Program

Fairmont Clinic, Fairmont

Donald H. Koppel, MD, Pathologist
Carla Johnston, BS, MT (ASCP),
Clinical Coordinator
Ronald Beckner, BS, MT (ASCP)
Rose Hall, MLT (ASCP)
Helen Moran, MLT (ASCP)
Sandy Prendergast, PBT (ASCP)
Kim Tennant, MLT (ASCP)

Fairmont General Hospital, Fairmont

Mark Inman, MD, Pathologist
Kimberly Cheuvront, BS, MT (AMT),
Lab supervisor
Kitty Carr, CLS (NCA)
Clinical Coordinator
Randall Spragg. MT (AMT)
Clinical Coordinator
Janet Crigler, MT (AMT)
Randy Darrah, BS, MT (AMT)
Jo Anne Kerekes, MT (AMT)
John McCormick, MLT (AMT)
Christina Parks, BS, MT (ASCP)

Grafton City Hospital, Grafton

Jeffrey Stead, MD, Pathologist
Chad Williams, BS, MT (ASCP)
Clinical Coordinator
Jean Dayton, MLT (ASCP)

Laboratory Corp. of America, Fairmont

David Moffa, PhD, Director
Jo Ann Van Meter, BS, MT (ASCP),
Clinical Coordinator

Louis A. Johnson VA Medical Center, Clarksburg

Milagros F. Ona-Sarino, MD, Pathologist
Sheila LeMasters, BS, MT (ASCP),
Clinical Coordinator
Frank Secreto, MT (VA)
Clinical Coordinator
Janet Baughman, BS, MT (AMT)
Barbara Burnett, CLA, (ASCP)
Larry Hebb, MT (AMT)
Lesa Plivelich, BS, MT (ASCP)
Patty Hammitt, MLT (VA)

Preston Memorial Hospital, Kingwood

Harry Taylor, MD, Pathologist
Dennis Sites, BS, MT (ASCP),
Clinical Coordinator
Melinda Anderson, MLT (ASCP)
Nancy Betler, BS, MT (ASCP)
Jean Bitely, MT, (ASCP)
Mary Ann Feather, BS, MT (AMT)
Kathleen Kline, BS, MT (ASCP)
Robin Tayman, POCT, WVHHS
Sheri Uphold, MLT (ASCP)

St. Joseph's Hospital, Buckhannon

Jeffrey Stead, MD, Pathologist
Michael Walton, BS, MT, (ASCP)
Clinical Coordinator
David Maxwell, MLT (ASCP)
Gayle Rowan, MLT (ASCP)

Stonewall Jackson Memorial Hospital, Weston

Gerald Wedemeyer, MD, Pathologist
Pamela Thompson, BS, MT (ASCP),
Laboratory supervisor
Clinical Coordinator
Paula Merrified, MLT (ASCP)
Carol Smith, MLT, (ASCP)

United Hospital Center, Clarksburg

Cordell De La Peña, MD, Pathologist
Program Medical Director
Chinmay Datta, MD, Pathologist
Gerald Wedemeyer, MD, Pathologist
Kimberly Koreski, MT (AMT)
Clinical Coordinator
Ralph Johns, BS, MT (ASCP)
William McElfresh, BS, MT (ASCP)
Sue Miller, MLT (ASCP)
Trisha Owens, MLT (WV)
Lori Watson, BS, MT (ASCP)

The Washington Hospital, Washington, PA

Alden McBee, MD Pathologist
Cynthia Garlisi, BS, MT (ASCP)
Laboratory Supervisor

Advisory Committees

Accounting:

Ruth Ann Burns	Burns Accounting
Jack Fraser	Tetrick and Bartlett
Joyce Hamilton	Wilson Ford
David Morris	Parks, Foster, & Morris PLLC
Jim Poling	Doak, Cuppett & Poling a.c.
Suzanne Price	Student

Administrative Support:

Barbara Core	Marion County Circuit Clerk
Laura Narog	WVHTC
Cyndee Sensibaugh	Student
Sandy Stewart	Kelly Services
Sally Tarley	Fairmont State College
Ann Vosniak	Acordia of West Virginia

Banking/Finance:

Aaron Hawkins	WesBanco
Gregory Herring	Lockheed-Martin Student
Jim Kettering	Edward Jones
Kim Pellillo	BB&T
Ken Saurborn	Monongahela Valley Bank

General Business/Management Marketing:

Robin Asbury	WV Workplace Education
Rosemary Bonasso	Student
Carol Dubray	Pratt & Whitney Services Inc.
M.E. Gamble	Small Business Development Center
Ralph Jenkins	Fairmont ACMC
Nelson Keeler	NASA IV & V
Mike Lawson	Alcan
Brian Martin	Winner's Choice
Charlie Reese	Marion County Chamber of Commerce
Howard Spurlock	WDTV
Tara Stevens	Fairmont General Hospital
Monica Stutler	WVHTF
Diana Yanero	Student

Information Systems:

Gregg Baer	Bombardier Aerospace
Mike Carr	Computer Companion
Andy Cipriani	MountainNet
Michael Martino	Cisco Systems
Eddie Parker	Institute for Software Research
Jessica Ray	Student

Criminal Justice:

Jack Clayton	Chief of Police, Bridgeport, WV
Theodore (Ted) Offutt	Chief of Police, Fairmont, WV
Vernon Nosse	R.B.A. Fairmont State College M.S. Safety Management
Elizabeth (Liz) Lindsley	B.S.W. Malone College, Canton, OH M.S.W. West Virginia University
Rocco Fucillo	B.A. Fairmont State College L.L.M. Temple J.D. West Virginia University
Joseph Antolock	B.S. Fairmont State College

Drafting:

Walter (Kent) Brown	Marion County Vocational Technical School
Robert Linger	CNG Transmission Corp.
Lonnie Fluharty	Allegheny Power System
Mike Martin	F.K. Everest, Inc.
Gene Legg	Alcan Aluminum
Gary Schulty	Dominion Resources

Early Childhood:

Helen Post Brown	Sunbeam Child Care Center
Sarah Hensley	Fairmont State College
Marlene Morris	Fairmont State College Student
Dr. Joanna S. Nesselroad	Fairmont State College Professor Emeritus
Ann Nutt	Governor's Cabinet on Children and Families
Julie Pearse	Previous Adjunct Faculty
Sandra Petry	Fairmont State College Laboratory Preschool
Ruth Ann Ponzorik	North Central WV Community Action Head Start
LeeAnn Slack	Fairmont State College Student
Dr. Bobbie Warash	West Virginia University

Emergency Medical Services:

David Anderson, M.D.	Region VI/VII EMS Medical Director
Robert Andrew, EMT-P	Fairmont State Community and Technical College
Bethany Stotler	Paramedic Student
Susie Cevecheko, R.N.	Broaddus Hospital
Terry Clevenger, R.N.	Stonewall Jackson Memorial Hospital
Shelly Cottrill, R.N.	Braxton County Memorial Hospital
Brad Dean, EMT-P	Paramedic Instructor, Fairmont State College
Carolyn Doerr, R.N.	West Virginia University Hospital
Gail Dragoo, Program Director	WV EMS TSN Inc.
Michael Hartzog, M.D.	Marion County Medical Director
Shawn Keenan, R.N.	Monongalia General Hospital
Rodney Kimble, EMT-P	Supervising Paramedic
Jerry Koon, EMT-P	William Sharpe Hospital
Carolyn Lesome	Marion County Fire Rescue
Laura Mathias, R.N.	St. Joseph's Hospital
Stephen McIntyre, EMT-P	Harrison County Emergency Medical Services
Richard McCormick	Fairmont State Community and Technical College
Jonathan Newman, M.D.	EMS Program Director Fairmont State College
Charles Plum, Director	Mountaineer Ambulance Service
Glen Satterfield, EMT-P	Marion County Rescue Squad
Darlene Satterfield, EMT-P	United Hospital Center
Joanne Seasholtz, Ph.D. R.N.	Fairmont General Hospital
Violet Shaw, R.N.,CEN, EMT-P	Grafton City Hospital
Thomas Sirbaugh Jr. EMT-P	Supervising Paramedic
Fred Smart	Harrison County Bureau of Emergency Services
Dawn Spear, EMT-P	Bruceton Community Ambulance Service
	Office of the Chief Medical Examiner, N Region
Deborah Springer, R.N.	Davis Memorial Hospital
Anthony Teets, EMT-P	Monongalia County Emergency Medical services
Richard Todd, EMT-P	Salem Fire Department
Edward Utte, EMT-B	Paramedic Student
Kenny Watkins, EMT-P	Preston Memorial Hospital
Roger Willard	Monongalia Emergency Communications Agency

Health Information Technology:

Barbara Abbadini	Fairmont General Hospital
LaRonica Decker	Physician's Office Center
Vickie Findley	Fairmont State College
Nancy Zicafoose	Student

Phillis Gore	Valley Mental Health Center
Becky Lake	VA Medical Center
Amanda Lamm	Student
Rich McCormick	Asst. Provost, Community and Technical College
Leslie Miele	WV IS Department
Kim Raines	University Health Associates
Beverly Ellis	Monongalia General Hospital
Tina Williams	United Hospital Center

Medical Laboratory Technology:

Donald Koppel, M.D.	Fairmont Clinic
Carla Johnston, MT (ASCP)	Fairmont Clinic
Robert McCoy, M.D.	Fairmont General Hospital
Kimberly Chevrount, MA, MT	Fairmont General Hospital
Kitty Carr, MT (AMT)	Fairmont General Hospital
Randy Spragg, MT (AMT)	Fairmont General Hospital
Chad Williams, MT (ASCP)	Grafton City Hospital
David Moffa, Ph.D.	Laboratory Corp of America
Joann Vanmeter, MT (ASCP)	Laboratory Corp of America
Dennis Sites, MT (ASCP)	Preston Memorial Hospital
Dr. Jeffrey Stead, M.D.	St. Joseph's Hospital
Gerald Wedemeyer, M.D.	Stonewall Jackson Hospital
Pamela Thompson, MT (ASCP)	Stonewall Jackson Hospital
Cindy Garlisi, MT (ASCP)	The Washington Hospital
Cordell A. De La Pena, M.D.	United Hospital Center
Bob Hemingway, MT (ASCP)	United Hospital Center
Kim Koreski, MT (ASCP)	United Hospital Center
Milagros Ona-Sarino, M.D.	Louis A Johnson VA Medical Center
Wilma Franco, M.D.	Louis A. Johnson VA Medical Center
Sheila Lemasters, MT (ASCP)	Louis A. Johnson VA Medical Center
Frank Secreto, MT (VA)	Louis A. Johnson VA Medical Center
Deborah Kisner, R.N., MSN, EDD	Fairmont State College
Rosemarie Romesburg, Ph.D., MT (ASCP)	Fairmont State College
Leslie Lovett, MS, MT (ASCP)	Fairmont State College
Carla Hokanson, MLT (ASCP)	Graduate MLT Student
Richard McCormick	Community and Technical College
Pam Jones	Current MLT Student
Dean of Instruction	Community and Technical College
Alden McBee, M.D.	The Washington Hospital
Barbara Schumacher, MT (ASCP)	The Washington Hospital

National Aerospace Education Center:

Richard Ballard	Ballard & Associates
Pieter Blood	Robert C. Byrd National Aerospace Ed. Center
Dr. Dan Bradley, President	Fairmont State College
A. Oakley Brooks, Vice President	Government Relations
Buddy Clark	Lockheed Aeronautical Systems Co.
Dr. Leonard Colelli	Eberly College of Science and Technology
E. Scott Crossfield	U.S. House of Representatives
Eugene P. Deatrick, President	Deatrick & Associates
Rick T. Detrio	Director of Government Programs, MOVRC
Troy Jonas	Bombardier Aerospace, West Virginia Air Center
Richard Milburn	Northrop Grumman Corporation
Honorable Alan B. Mollohan	U.S. House of Representatives
Gary Smith	Pratt and Whitney Engine Services, Inc.
Carolyn Strock	Wood County Airport Authority

Nursing:

Dr. Joanne Seasholtz	Fairmont General Hospital
Peggy Coster	Fairmont General Hospital
Linda Bell	Marion County Health Department
Karen Cummins	Fairmont Clinic
Betty King	Marion Health Care Hospital
Bonnie Gainer	Wishing Well Health Center
Penny Miller	Wishing Well Manor

Kathy Kerns	Wishing Well Health Care
Kay Marks	William R. Sharpe Hospital
Lynn Overking	Monongalia County Technical Center
Monica Iaquinta	United Technical Center
Helen Nikirk	Preston Memorial Hospital
Karen Wintroble	Health South Mountainview
Director of Nursing	Barbour County Health Department
Michelle Janey	WVU Hospital, Inc.
Mike Tillman	United Hospital Center
Susie Cvechko	Broaddus Hospital
Director of Nursing	Medbrook Medical Center
Donna Wolford	Grafton City Hospital
Judith Klingensmith	Monongalia General Hospital
April Lombardo	Monongalia General Hospital
Caroline Jo Dorr/Bev Delaney	Veterans Administration Medical Center
Tim Harcelroad	Stonewall Jackson Memorial Hospital
Lora Mathias	St. Joseph's Hospital
Stephanie Brumfield	Charleston Area Medical Center
Helen Cavalier	Marion County School Nurse
Donna Moore	Harrison County School Nurses
Director of Nursing	Davis Memorial Hospital
Nursing Director	Physician's Office Center
Lucille Anslene	Fairmont General Hospital
Dr. Martha L. Miller	Fairmont, WV
Doris Jordan	Kingmont, WV
Patti Hodges	Fairmont, WV
Nancy Morgan	United Hospital Center
Mike Donato	North Marion High School
Anne Hickman	Fairmont Senior High School
Linda Stalnaker	East Fairmont High School
Dr. Deborah Kisner	School of Nursing & Allied Health Administration
Joseph C. Kissell	Registrar

Physical Therapist Assistant:

Dr. Mary Mikowski, M.D.	Salem Family Practice
Dr. Paul Edwards, Dean of Instruction	Fairmont State Community and Technical College
Christine Freeman	Harrison County Senior Citizens Center
M. Paula Saunders	Early Intervention Specialist
Traci Bonsall, PTA	Nutter Fort, WV
Patrick Smith, PTA	Fairmont, WV
John Pulice	United Hospital Center
Eric Toothman, PTA	Louise Johnson, VA Medical Center
Joan P. Rine	United Home Health Service
Kaye Cottrill	UHC Transistional Care Center

Sign Language Interpreting:

Kelli Baker	Fairmont State College
Dr. Martin Bond	Fairmont State College
Dr. Harry Hadley	Fairmont State College
Kerry Marbury	Community and Technical College
Dr. Fabrice Poussin	Community and Technical College
Dr. Leland George	Fairmont State College
Blair Montgomery, Provost	Community and Technical College
Eileen Brown	Bridgeport, WV
Janelle St. Martin	Bridgeport, WV
Ruby Losh	Fairmont, WV
Sandee Kiger	West Over, WV
James Ennis	Orlando, WV
Jim Smiley	RESA VII
Annette Carey	Office of Special Education
Kara Russell	WV Commission for the Deaf and Hard of Hearing
Alex Young	WV Commission for the Deaf and Hard of Hearing

Veterinary Technology:

Dr. Robert Havern	Fairmont State College
Dr. Jim Henderson	Fairmont State College
Anna Romano, RVT	Fairmont State College
Dr. Babette Simms	Fairmont State College
Dr. Gary Brown	Animal Care Center
Dr. Shelby Ford	Buckeye Run Veterinary Clinic
Dr. Rick Jenkins	Pineview Veterinary Hospital
Sherry Johnson, RVT	Audubon Animal Clinic
Beth Thomas, RVT	Waynesburg Animal Hospital
Kelly Summers	Student

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Correspondence Directory

Fairmont State College
1201 Locust Avenue
Fairmont, West Virginia 26554

Phone (304) 367-4000
West Virginia Toll Free Number 1-800-641-5678
Hearing Impaired TDD (304) 367-4200
Homepage: http://www.fscwv.edu

Correspondence should be addressed as indicated below:

Admissions
For Admissions, College Catalog Requests ..... Executive Director of Enrollment Services

Administrative and General College Policy ..... President

Alumni Activities ..... Director of Alumni Relations

Aviation/Aerospace Programs

Robert C. Byrd National Aerospace Education Center
Route 3, Box 13
Bridgeport, WV 26330
Phone (304) 842-8300

Curricula, Faculty, Instruction, Summer Sessions ..... Provost of Community & Technical College

Community and Technical College
Continuing Education ..... Provost of Community & Technical College

College Fees ..... Vice President for Administrative and Fiscal Affairs

Services for Students with Disabilities ..... Coordinator for Students with Disabilities

Housing ..... Director of Residence Life

Multicultural Affairs ..... Director of Multicultural Affairs

Publicity ..... Director of Public Relations

Scholarships, Loan Information ..... Director of Financial Aid

Section 504, Title IX, ADA Coordinator ..... Assistant to the President

Visitors

Visitors are always welcome at Fairmont State College and Fairmont State Community and Technical College. A tour of the campus can be arranged, Monday through Friday at 10:00 a.m and 2:00 p.m., for persons who notify the College in advance. For additional information contact the Office of Admissions in Hardway Hall at (304) 367-4892.

FAIRMONT STATE™

Catalog

Volume 117
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2002-2003

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Academic Calendar 2002-2004

2002 Fall Semester / 2003 Fall Semester

Thursday, August 15	Faculty Return	Thursday, August 14
Sunday, August 18	Students Return	Sunday, August 17
Sunday, August 18	Residence Halls Open for New Students	Sunday, August 17
Monday, August 19	Registration Day	Monday, August 18
Sun., Mon., Tues., August 18,19,20	Orientation	Sun., Mon., Tues., August 17, 18,19
Wednesday, August 21	Classes Begin	Wednesday, August 20
Monday, September 2	Labor Day, No Classes	Monday, September 1
Friday, October 11	Mid Semester	Friday, October 10
Friday, October 11	Applications For December Graduation Due	Friday, October 10
Monday-Friday, Nov. 25-29	Thanksgiving Recess, No Classes	Monday-Friday, November 24-28
Monday, December 2	Classes Resume, 8 A.M.	Monday, December 1
Friday, December 6	Last Day of Classes	Friday, December 5
Monday-Friday, December 9-13	Final Exams	Monday-Friday, December 8-12
Saturday, December 14	Commencement	Saturday, December 13

2003 Spring Semester / 2004 Spring Semester

Friday, January 10	Residence Halls Open	Friday, January 9
Friday, January 10	Registration Day/Orientation	Friday, January 9
Monday, January 13	Classes Begin	Monday, January 12
Monday, January 20	Martin Luther King Day, No Classes	Monday, January 19
Friday, March 7	Mid Semester	Friday, March 5
Friday, March 7	Applications For May Graduation Due	Friday, March 5
Monday-Friday, March 10-14	Spring Break, No Classes	Monday-Friday, March 8-12
Monday, March 17	Classes Resume, 8 A.M.	Monday, March 15
Friday, April 18	Good Friday, No Classes	Friday, April 9
Friday, May 2	Last Day of Classes	Friday, April 30
Monday-Friday, May 5-9	Final Exams	Monday-Friday, May 1-7
Saturday, May 10	Commencement	Saturday, May 8

2003 First Summer Term / 2004 First Summer Term

Monday, May 19	Registration and First Day of Classes	Monday, May 17
Friday, May 23	Applications for Summer Graduation Due	Friday, May 21
Monday, May 26	Memorial Day, No Classes	Monday, May 31
Thursday, June 19	First Summer Session Ends	Thursday, June 17

2003 Second Summer Term / 2004 Second Summer Term

Monday, June 23	Registration and First Day of Classes	Monday, June 21
Friday, July 4	Independence Day, No Classes	Monday, July 5
Thursday, July 24	Second Summer Session Ends	Thursday, July 22

Catalog Policy

It is the responsibility of students to be knowledgeable of official college policies and to meet all requirements in the Catalog. It provides the best possible current information on practices and intentions of the College. The College reserves the right to change provisions or requirements at any time to reflect curricular changes and administrative regulations and procedures. The Catalog is not considered a binding contract between the student and the College. It is for informational purposes only.

Students should keep informed of current degree, curriculum, and course requirements. The academic advisors and appropriate administrative offices of the College may be consulted for further information.

A student who enrolls at Fairmont State College shall follow the provisions of the catalog in use at the time of admission or any subsequent catalog, providing all of the subsequent catalog is adopted. Transfer students will use the catalog current at the time of their admission to the previous institution, provided that the graduation date would not be more than seven years from the date of first enrollment in college.

Students who have interrupted their schooling for more than one year will become subject to the provisions of the current catalog.

Policy on Equal Opportunity Affirmative Action

Fairmont State College is an Equal Opportunity-Affirmative Action institution. In compliance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the other applicable laws and regulations, the College provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin, disability, or sexual orientation as identified and defined by law.

The College neither affiliates knowingly with nor grants recognition to any individual, group or organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin, disability, or sexual orientation as defined by applicable laws and regulations. Further inquiries may be directed to the Director of Affirmative Action who is the Section 504, Title IX, and ADA Coordinator, Room 224 Hardway Hall, telephone 304 367-4247.

The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable. Students wishing to review their education records must contact the campus official in charge of the office in which the record is located. Students may not inspect records to which they have waived their rights of inspection and review.

Within the Fairmont State College community, only those members, individually or collectively, acting in the student's educational interest are allowed access to student education records. These members include personnel in the Offices of Admissions and Records, Student Services, Financial Aid, Business Office, academic schools and departments, academic advisors and athletic departments.

At its discretion the institution may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying the Registrar's Office in writing.

The College may disclose academic information to parents of students by having parents establish the student's dependency as defined by the Internal Revenue Code of 1954, Section 152. Dependency status may be established by the presentation of a certified copy of the parents' most recent federal income tax form listing the student as a dependent.

Drug-Free Awareness Program

In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, Fairmont State College has a Drug-Free Awareness Program designed to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Further inquiries may be directed to the Assistant to the President or the Vice President for Student Affairs.

Services for Students with Disabilities

As required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, certain accommodations are provided for those students whose disability may affect their pursuit of a college education. These students must contact the Coordinator for Students with Disabilities, who is located in Student Affairs, if these services are desired. The Associate Provost is notified of the required academic accommodations and apprises advisors and instructors of this information each semester. Priority scheduling procedures have been established for students with disabilities. Students should contact their advisor for priority class preregistration. For additional information refer to the brochure "Services for Students with Disabilities" available in Student Affairs.

Assessment of Student Academic Achievement

Fairmont State College is committed to providing quality educational opportunities and experiences for every student. While grades are one measure of student performance, grades do not provide the institution with the necessary data to ascertain the areas of the curriculum that are strong and areas that need improvement. Therefore, students attending Fairmont State College must participate in periodic assessment activities as directed by the College. Student assessment will normally occur at three critical times in the student's college career, 1) upon entering the institution for course placement and for gathering baseline data, 2) at the end of the sophomore year, and 3) at the end of the senior year. Assessment data may be collected at additional times at the discretion of the institution. The purpose of gathering assessment data is to monitor the quality of the academic programs and to improve, when necessary, the educational experience of students.

Compliance with Military Selective Service Act

State law provides that a male person who has attained the age of eighteen (18) years may not enroll in a state-supported institution of postsecondary education unless he is in compliance with the Military Selective Service Act (50 U.S. Code, Appendix 451, et seq. and the amendments thereto). Also, a male person may not receive a loan, grant, scholarship or other financial assistance for postsecondary higher education funded by state revenue, including federal funds or gifts and grants accepted by this State, or receive a student loan guaranteed by the State unless he is in compliance with the Military Selective Service Act. Selective Service Act registration information should be available at all U.S. Postal Service facilities and may be available at some high schools. The Selective Service System also provides information through a web site at http://www.sss.gov.

Introduction

The College

Fairmont State College, a coeducational institution offering four-year bachelor degrees along with a wide range of continuing education classes, is the largest of the West Virginia State Colleges - largest in number of total full-time enrollment and largest in number of annual graduates. Headcount enrollment has increased by 25 percent in the last 15 years. One-third of the College's student body is nontraditional-students 25 years of age or older who have never attended college before or who have returned for additional courses after years of career experience.

In 1993 the College dedicated a new Education, Home Economics, and Health Careers building located on the main campus and the Robert C. Byrd National Aerospace Education Center in Bridgeport, a 40,000 square foot structure designed to provide programs essential to the aviation industry. In the fall of 1999, the College opened its new Gaston Caperton Center in downtown Clarksburg, a 36,000 square foot facility with classrooms, natural science laboratories, computer labs, conferencing areas, and a multipurpose room. In addition, the College opened a 7,000 square foot facility at the I-79 Technology Park, which houses computer labs and training facilities to accommodate regional workforce development needs in information technology and other areas.

The College has made a significant investment to upgrade and maintain its technology equipment, software, and infrastructure. Campus buildings are interconnected by fiber optic cabling with Internet access available in all classrooms, offices, labs, and residence halls. Also, a wide area network connects the Gaston Caperton Center, the Robert C. Byrd National Aerospace Education Center, and the I-79 Technology Park facility with the main campus.

In addition to emphasis on modern facilities, Fairmont State College has preserved and honored its traditions. A one-room school museum on the campus recalls the days when the College served as a private teacher training school which began in 1865. It became a state-supported normal school in 1867; seventy-six years later, in 1943, it was authorized to offer bachelor of arts and bachelor of science degrees.

Academic excellence and personal growth and fulfillment, the principal purposes of the College, are complemented by active fine arts, publications and sports programs. Year-round contemporary film, lecture and music series are important parts of the social and cultural calendar.

The College's 90-acre campus with its twelve major buildings is attractively located on a hill overlooking Locust Avenue, Route 19, in Fairmont, West Virginia. Approximately ninety miles south of Pittsburgh on Interstate 79, Fairmont, with a population of about 20,000, is the county seat of Marion County.

Philosophy and Objectives

Fairmont State College is an undergraduate institution operating under the authority of the Fairmont State Board of Governors, and is governed by its president with the aid and advice of its Board of Governors, administrators, Faculty Senate, and Student Government.

The College offers courses of study leading to baccalaureate degrees in the humanities, social and natural sciences, teacher education, business, industrial technology, and fine arts. Pre-professional study is available in several fields, including medicine, dentistry, law, pharmacy, architecture, engineering, and physical therapy.

Fairmont State College considers that its broad objective is to educate its students as intelligent and productive persons, capable of participating in and understanding the world of the twenty-first century. Accordingly, the College seeks to provide a suitable environment for free and responsible inquiry into the nature, sources and implications of human knowledge and culture; and it challenges students to promote their own intellectual, social and personal development.

The College faculty serves this objective by guiding students in acquiring knowledge and by maintaining a dialogue with them. The College fully supports the ideal of a well-educated society and upholds the academic freedom of its faculty and students, confident that the best interests of the community are served when the search for truth is imaginative and vigorous.

The College follows a liberal policy of student admissions and believes that it can help highly-motivated students to overcome many deficiencies in their academic preparation. Because academic standards are high, the Fairmont State College degree represents a level of achievement respected throughout the nation.

The College has a traditional interest in preparing teachers for public schools in West Virginia as well as in other states. Recognizing the importance of able teachers to a progressive society, it requires outstanding academic performance of its teacher candidates and offers them sound professional training for elementary and secondary teaching.

Drawing many students from its immediate vicinity, the College welcomes the enthusiastic support it receives from Fairmont and surrounding areas. In return it participates actively in community projects, shares its programs and facilities with the public and serves the community as a center of information and culture.

Specifically, the mission of Fairmont State College is to provide programs needed by those in its geographic service area to the extent permitted by its financial and human resources and its assigned role in the State's system of public higher education. This mission is accomplished by meeting these objectives:

- Offering a broad range of traditional baccalaureate degree programs in the arts and sciences, teacher education and business administration.
- Providing opportunities for occupationally oriented baccalaureate study through expansion of existing industrial technology programs and the development of additional career-related curricula.
- Bringing selected college study opportunities into communities in the College's service region through the use of the mass media, regional educational centers, external degree programs and other forms of nontraditional study.
- Encouraging a broad segment of the populace, including various age groups and the economically deprived, to avail themselves of educational opportunities.
- Serving the greatest number of students by holding Col-

lege costs at the lowest possible level and providing financial support to those who need it to gain equal access to higher education.
- Relating the breadth of the curriculum to the availability of appropriate employment opportunities and the needs of business, industrial and public service agencies in the College's service area.
- Offering continuing education programs to provide career updating, cultural enrichment and personal skill development.
- Providing advisory, counseling and placement services to enable students to make satisfactory decisions about academic and personal problems and to make successful career and employment choices.
- Offering a variety of cultural, recreational, and social activities to complement academic pursuits.

Accreditation

Of great importance to the reputation of a college is how it ranks scholastically with other colleges. Accreditation means that a college has been carefully evaluated and approved in its governance, in each curriculum, in the quality of its faculty, in the adequacy of facilities, library, equipment, and laboratories.

To assure its stature and academic excellence, a college obtains accreditation from both regional and national agencies and joins certain accrediting organizations.

Fairmont State College is accredited by The Higher Learning Commission and a member of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504, (800) 621-7440.

The Teacher Education program is approved by the West Virginia Board of Education and accredited by the National Council for the Accreditation of Teacher Education. In addition, selected teaching specializations are nationally approved by their respective learned society and/or professional organization.

Selected programs in the School of Technology are accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, (410) 347-7700. The following programs are currently accredited by TAC of ABET: B.S. Civil, B.S. Electronics, and B.S. Mechanical Engineering Technology.

The A.S. Nursing program is accredited by the West Virginia Board of Examiners for Registered Professional Nurses and the National League for Nursing Accreditation Commission, the B.S. Nursing program is accredited by the Commission on Collegiate Nursing Education.

The College is also a member of the American Association of Colleges for Teacher Education, the American Association of State Colleges and Universities, American Council on Education, National League for Nursing, and American Library Association, West Virginia Library Association, West Virginia Press Association, and American Association of Community Colleges.

The Mission Statement of Fairmont State College

Fairmont State College, a comprehensive, multi-site, selective institution with an administratively linked community and technical college, offers a quality education in a diverse and supportive learning environment that fosters individual growth, professional and career development, lifelong learning, global understanding, and a commitment to excellence in academic and community pursuits. Serving the citizenry of north-central West Virginia and beyond, Fairmont State College is a student-centered institution of first choice among students who desire a flexible and relevant learning experience. The College provides a well-rounded education, enabling students to gain the knowledge and skills needed for self-fulfilling, responsible citizenship and employability in a rapidly changing global environment.

The College concentrates its energies and resources on its students, many of whom are the first generation of their families to attend college, adults returning to college or enrolling in higher education for the first time, and transfer students from community and technical colleges. The College, therefore , offers its diverse student body a wide range of programs, flexible scheduling and support services, all designed to foster success in the modern world. To strengthen intellectual development, all students pursuing a degree at Fairmont State College are engaged in a general education program, a body of coursework designed to expand their knowledge of civilization, society, scientific inquiry, and artistic expression while preparing them to think critically and communicate clearly. Through these studies, students also explore the interrelationships among disciplines and prepare for a lifetime of learning.

The College is committed to student learning and focuses its resources on programs that prepare students for careers and advanced education in West Virginia and beyond. Along with its significant history of teacher education, Fairmont State College provides a broad spectrum of degree options in business, fine and liberal arts, and social and natural sciences and offers programs with specialized accreditation in engineering technology and health careers. As a multipurpose institution, Fairmont State College provides seamless transitions from public schools or certificate programs or associate degrees to baccalaureate degrees. In keeping with its tradition of academic excellence, the College promotes graduate education by offering select graduate programs and by providing on-campus access to graduate programs of other institutions.

Fairmont State College is closely identified with its community. Partnership with business and industry, public schools, government agencies and other organizations contribute to the economic, cultural, social development of the region. Through these community relationships and educational programs, the College fosters enlightened and productive citizenship in its immediate local, the region and the world.

Desired Profile of a Fairmont State Graduate

1. Students should acquire an informed appreciation of the arts, the humanities, and the social and natural sciences; they should become aware of the relationships of the academic disciplines among themselves and with broader social and ethical issues.

2. Students should develop competence in mathematics, oral and written communication, reading, and listening.

3. Students should acquire problem-solving skills to aid them in making decisions about personal values and career strategies. They should demonstrate proficiency in their major fields of study so as to be competitive in the job market or gain admission to respected graduate or professional schools.

4. Students should have techniques for coping with the vast amounts of information available in a rapidly changing society; they should accept the necessity and pleasure of lifelong learning.

5. Students should develop sensitivity in matters of social justice, accepting and appreciating ethnic or personal differences among individuals in our society. Students should maintain an ethical view that respects the life, property, opinions, and feelings of others.

6. Students should have the knowledge and attitudes that lead to physical health and well-being.

Admission

General Admission Procedure

Students seeking admission to Fairmont State College must file an application for admission. Applications and supporting credentials must be on file at least two weeks prior to the opening of a semester or term. All credentials submitted in support of an application for admission become the property of the College and will not be returned to the student. Any student admitted upon the basis of false credentials will be subject to immediate dismissal from college. Any student admitted without complete credentials will not be permitted to preregister or register for the next term if the credential file is not completed during the initial enrollment period.

Students who fail to register during the semester or term for which they have been admitted must file another application in order to gain admission at a later date. Admission does not guarantee housing. Separate applications for space in residence halls must be submitted to the Office of Residence Life.

Any change in local address of any student at Fairmont State College must be reported to the Registrar.

Admission Requirements

The application for admission must specify the degree or program objective. Admission is granted to Fairmont State College for bachelor degree programs and to Fairmont State Community and Technical College for associate degree and certificate programs.

Admission to Fairmont State College does not guarantee admission to specific programs. Admission to specific programs may be restricted due to limitations of staff, physical facilities, and space available for practical experience training. The standards and procedures for admission to limited enrollment programs are presented later in this section.

Required Forms and Credentials

All students applying for admission to Fairmont State College degree programs are required to complete and submit the following forms and credentials:

1. Regular student application form
2. Housing and financial aid request forms if applicable
3. Official high school transcript (except transfer students having more than 30 hours and a 2.0 average)
4. Official college transcripts
5. Official ACT or SAT scores
6. GED scores where applicable
7. Statement of Activities of educational and work experience if the student has been out of high school for more than a year.

Special student admission requires only the special student section on the Application for Admissions.

The American College Test/ Scholastic Aptitude Test

Fairmont State College requires the American College Test (ACT) or Scholastic Aptitude Test (SAT) of all degree objective and certificate applicants for admissions with exception of students who have been out of high school for five years or longer. All students are encouraged to take the ACT for scores on the test are used in placing students in English and Mathematics, for scholarships and loans, and in the academic counseling program. High school students are urged to take the test during their senior year. Financial aid applicants should take the test either during the summer prior to the beginning of the senior year, or on the October or December dates.

Immunization Requirement

All students of the State System of Higher Education under the jurisdiction of the State College System Board of Directors who were born after January 1, 1957, are required to provide proof of immunity to measles and rubella. Students are requested to provide proof of immunity on or before the date of enrollment.

Bachelor Degree Programs

Admission to four-year bachelor degree programs is restricted to graduates of approved high schools who have a 2.25 high school grade average (GPA) or at least a composite score of 19 on the Enhanced American College Test (ACT) or 910 on the Scholastic Aptitude Test (SAT). Also, applicants must satisfy the following minimum high school unit requirements:

Units (Years)	Required Units
4	English (including courses in grammar, composition, literature)
3	Social Studies (including U.S. History)
2*	Mathematics (Algebra I and higher)
2*	Laboratory Science (from Biology, Chemistry, Physics and other courses with a strong laboratory science orientation)

Strongly Recommended Units

2 Foreign Language

Elective Units

Remaining Units: It is recommended that the remaining elective units be chosen from subjects as computer science, fine arts, humanities, and typing.

*Effective Fall 2003, students will be required to have 3 courses in mathematics and 2 courses in laboratory sciences.

Students in associate degree or certificate programs who have a 2.25 high school grade average (GPA) or at least a composite score of 19 on the Enhanced American College Test (ACT) or 910 on the Scholastic Aptitude Test (SAT) and have completed the minimum high school unit requirements listed above may transfer to a four-year bachelor degree program at any time.

Students in associate degree or certificate programs who have not completed the minimum high school unit requirements listed above, but are otherwise qualified for admission to bachelor degree programs, may transfer to a four-year program upon fulfilling the minimum high school unit requirements by successfully completing approved college equivalencies. Students in this category who qualify for transfer to a bachelor degree program are required to make formal application for transfer. The application for transfer must be submitted to and approved by the Admissions Office.

The recommended "college equivalency" courses, to be completed with a grade of "C" or better, are:

Math Deficiency:	Math 102 or 107 or 110 or 111.
Science Deficiency:	Biology 101 or Chemistry 101 or Geology 101 or Physics 101
English Deficiency:	English 104
Social Science Deficiency:	Any 3 hour course from the listing of History and Social Science General Studies Requirements

The above requirements apply to entering students, including GED, and transfer students with fewer than 30 hours. The unit requirements do not apply to students who graduated from high school prior to 1990.

Students in associate degree or certificate programs who do not meet the requirements of a high school grade point average of 2.25 or the Enhanced American College Test (ACT) composite score of 19 or 910 on the Scholastic Aptitude Test (SAT) may qualify for transfer to a bachelor degree program upon completion of 30 semester hours that count towards graduation, 15 of which must be in general studies, with a 2.0 college grade point average. Any deficiency in the minimum high school unit requirements listed above must be removed before applying for transfer. Students in this category who qualify for transfer to a bachelor degree program are required to make formal application for transfer. If applicable, the letter of application must list those college courses that have been completed to fulfill the unit requirements. Further, this application for transfer must be submitted to and approved by the Office of Admissions.

Admission as Special Students (Nonmatriculant)

Admission to Fairmont State College as a special or nonmatriculant student is open to anyone who has completed fewer than 15 semester hours cumulative at any college or university. The special or nonmatriculant student must be a high school graduate or a GED recipient. Admission as a special or nonmatriculant student is intended for students registering for occasional college courses with no degree objective. Students admitted as special or nonmatriculant students may complete up to a cumulative total of 15 hours of college credit. A student who has completed 15 hours of regular college credit is required to apply for admission to Fairmont State College for further study and meet all the requirements for admission for a specific degree or certificate objective.

Transient students from other colleges and universities will be admitted as special or nonmatriculant students upon receipt of written approval from the Dean or Registrar of their parent institution provided they have a minimum GPA of 2.0 or better.

Students who have completed a Baccalaureate Degree from any college or university will be admitted as special or nonmatriculant students upon receipt of written certification of degree from the granting institution.

High School Students

Outstanding high school students may be admitted as special students only, either in the summer following completion of the junior year in high school or during the senior year in high school. No more than 15 hours may be earned before admission as a regular student. In addition a student must meet the following criteria:

1. Complete the junior year of the high school curriculum.
2. Maintain a minimum 3.00 high school grade point average.
3. Recommendation by the high school principal.
4. File an application for admission.
5. Pay regular college fees.

Special Admission for High School Nongraduates

Students who are not high school graduates may be admitted to Fairmont State College by passing the General Educational Development (GED) Tests. They must be veterans, or persons over 19 years of age, or persons past the age they would have been had they remained in high school until they graduated. Such persons must have been out of school more than one year preceding application for admission. GED results must be sent directly to the Executive Director of Enrollment Services from the testing center. GED students who desire admission to a bachelor's degree program must meet the 1990 minimum high school unit requirements.

International Students

The application deadline for the fall semester is June 1, spring semester, October 1; and summer semesters, March 1. Admission application forms and credentials include:

a) an application for admission form;
b) a minimum TOEFL (Test of English as a Foreign Language) score of 500;
c) officially certified credentials, TOEFL scores, health certificate, and proof of financial support, submitted at least three months before the semester begins;
d) housing and financial aid request form, if applicable;
e) officially certified English translation of high school transcript;
f) official college transcript, if applicable;
g) ACT (American College Test) or SAT (Scholastic Aptitude Test) scores if available;
h) health certificate;
i) proof of financial support; and
j) a brief résumé of educational and work experience if the student has been out of high school or college for more than a year.

English as a Second Language

ESL (English as a Second Language) courses are available for international students with limited English proficiency. The program focuses on developing skills in written and spoken English. Courses offered include Reading, Writing, Grammar and Speaking/Listening Comprehension. The ESL Program also assists students in preparation for the TOEFL (Test of English as a Foreign Language).

Developmental Skills courses may be taken in conjunction with ESL classes. Graduation credit is not awarded for ESL or Developmental Skills classes. A minimum score of 500 on TOEFL is required for admission into regular college courses.

Transfer Students

Any applicant for admission to Fairmont State College who has attended another institution of collegiate rank will be classified as a transfer student. The College does not, under any conditions, disregard college level work earned elsewhere. Credit earned at other accredited colleges and universities will be allowed toward a degree if applicable. Transfer students must meet the admission requirements of Fairmont State College. They must provide evidence of good standing at the institution last attended, and must have maintained a 2.0 or better average on all college work previously attempted.

Credits and grades earned at any public institution governed by the State College System shall be transferable to Fairmont State College and will be counted for purposes of graduation, grade average, and honors. The transfer students from within the State system shall be treated the same for this purpose as generic students.

Students transferring fewer than 30 hours must provide an official copy of the high school transcript and ACT or SAT scores, along with the official college transcript. These students must also meet admission requirements of the program into which they are transferring.

Transferring Core Coursework

Students who transfer from one state college or university to another may transfer core coursework that will count toward fulfillment of general studies requirements at the receiving institutions.

A student may transfer up to thirty-two credit hours of undergraduate coursework in the areas of English composition, communications and literature, mathematics, natural science, and social science as general studies credits.

Credit From a Junior or Community College

The maximum credit accepted from a Junior or Community College accredited by the North Central Association of Colleges and Schools or other regional accrediting association will not exceed 72 semester hours.

Regents Bachelor of Arts Degree

A student is admitted to the Regents Bachelor of Arts Degree Program by submitting the statewide application form to Fairmont State College. Admission to this degree program does not provide for automatic admission to other programs at Fairmont State College. Any student under the Regents degree program must reapply and meet all admission requirements when changing from the Regents Bachelor of Arts Degree objective to any other degree objective at Fairmont State College.

Admission Policy for Limited Enrollment Program

Application Deadline:

Associate Degree Nursing	December 31

All documents must be on file by the deadline to assure complete consideration.

The credentials are organized by the Office of Admissions and submitted to the appropriate selection committee for consideration. Decisions are normally made by March 31. All applicants are notified by letter concerning their admission status.

Selection criteria are based primarily on academic background with some flexibility concerning life experience and training. A strong math and science background is highly recommended. However, all applications of persons interested in the specific programs will be given every consideration in the selection process. Consideration will be given to students who have successfully completed college course work.

All students applying for Nursing must provide ACT or SAT scores.

Nursing applicants must submit evidence of completion of high school or college chemistry, biology and algebra.

Admission Policy for All Teacher Education Programs

Admission to teacher education programs requires that students achieve acceptable scores on the Pre-Professional Skills Test (PPST). While students are permitted to take courses as freshmen, formal admission to teacher education is not normally initiated until the sophomore year. Freshmen who are interested in teacher education will be informed about the test battery, state minimum scores, costs, etc., in their initial professional education class, Ed. 200. Students should plan to take complete test battery in their sophomore year or when enrolled in the third education class, Ed. 303. Students who fail to achieve acceptable scores on all areas of the test battery will not be formally admitted to teacher education, nor will they be permitted to enroll in the next course in the sequence, Ed. 305, until they achieve acceptable scores and are eligible for admission to teacher education. In addition a Health Certificate, completed by the student's personal physician, is required and must be submitted during the initial education course. The Health Certificate is a prerequisite for all off-campus laboratory experiences in the surrounding public schools.

Students who have questions or need additional details should contact the Office of Teacher Education.

Advanced Placement

Advanced placement and/or credit will be granted to entering freshmen who have qualified on the basis of the tests of the Advanced Placement Program of the College Entrance Examination Board. Scores of three, four, or five are required.

Physical Examination

Physical examinations are not required for admission to Fairmont State College, but students pursuing a degree in teacher education are required to have a physical examination by their personal physician. Physical examination forms will be sent to the students to permit sufficient time for their completing the physical examinations before reporting for the fall semester. Students should submit forms directly to the School of Education/Health and Human Performance.

All Nursing and Allied Health students must have a physical examination prior to entering any Nursing and Allied Health program; forms should be submitted to Program Coordinators.

Preregistration

All freshmen and transfer students who apply for admission may preregister during the summer preceding fall enrollment.

Registration

Each incoming freshman and transfer student must file an official transcript with the Director of Admissions at least two weeks prior to registration day.

At the beginning of each semester or term, all students are expected to complete registration on the days designated for this purpose. While all students are expected to register on time, late registration periods are permitted with prescribed limits as set forth in the schedule. Late registration fees are assessed in accordance with the fee schedule cited under Special Fees.

Admission to College Level English and Math Courses

As a result of freshman assessment and placement standards adopted by the Higher Education Policy Commission, the following requirements must be satisfied before enrolling in college level mathematics and English courses.

English

Students may not enroll in English 104 unless the minimum score prescribed below is earned on at least one of the following tests:

a. A score of 18 or above on the English section of the ACT.
b. A score of 450 or above on the verbal portion of the SAT-1.
c. A scaled score of 38 on the writing skills test of the ASSET.
d. A score of 71 or above on the writing skills test of the COMPASS.
e. A scaled score of 88 on the Sentence Skills test of the College Board's ACCUPLACER Testing System.
f. Satisfactory performance on a writing sample administered by each institution.

Students not meeting the above standards must successfully complete English 097.

Mathematics

Students may not enroll in a mathematics course unless the minimum score prescribed below is earned on at least one of the following tests:

a. A score of 19 or above on the mathematics section of the ACT.
b. A score of 460 or above on the quantitative portion of the SAT.
c. A scaled score of 40 on the numerical test and 38 on the elementary algebra test of the ASSET.
d. A scaled score of 59 on the pre-algebra test and a scaled score of 36 on the algebra test of the COMPASS.
e. A scaled score of 85 on the arithmetic test and 84 on the elementary algebra test of the College Board's ACCUPLACER Testing System.

Students not meeting the above standard must successfully complete Math 095.

Nonresident or Off-Campus Credit

One hundred (100) semester hours of the 128 required for graduation shall be completed in regularly scheduled Fairmont State College courses. The 28 hours of permissible nonresidence courses may be earned by extension, home study (correspondence), radio, television, special examination and/or military service. Credit earned in home study will be accepted only when earned in a regionally approved college. CLEP or ROTC credit are excluded from the above limitation.

Auditing Courses

Students may be permitted to attend classes as auditors if they obtain written permission from their advisor and instructors in the classes they want to audit. No student who enrolls in any class as an auditor may, in the same semester, be considered as enrolled in the class for the purpose of obtaining credit.

Auditors are required to complete the regular registration forms and pay regular fees.

Special Examinations for Course Credit

Students may earn course credit by special examination. To apply for permission for such an examination, applicants must be enrolled in the College or must have completed one semester or summer session in Fairmont State College. Applicants must first schedule an interview with the School chairman or department representative who will evaluate the student's background, experience, and qualifications to establish eligibility and give permission to take the examination. In order to gain college credit by special examination, students must demonstrate better than average proficiency on the examination, as determined by the examiner. Examinations will not be given for college courses in which students have previously received a grade other than "W" or "WP."

Applicants must pay a fee of $22.00 per semester credit hour for each special examination. A receipt for the payment of the fee must be obtained from the Business Office. No money will be refunded if any examination is failed. No examination may be repeated.

College Level Examination Program (CLEP)

The College offers opportunities for earning course credit by examination through the College Level Examination Program. General examinations are offered in five basic areas: English Composition, Humanities, Mathematics, Natural Sciences, and Social Sciences-History. In addition, subject examinations are given in many specific fields of study. CLEP examinations are open to all, whether enrolled at Fairmont State or not. Information about course credits, examinations available, cost of examinations, and procedures for applying for examinations is available in the Student Affairs Office.

Articulation Policy

Articulation between Fairmont State College and regional high schools and vocational-technical centers permits students to receive college credit for certain course competencies and Tech Prep programs of study completed at the secondary level. Students are permitted to enter college at their level of competency and avoid duplication of course work. Students should contact the Office of the Community and Technology College or their vocational- technical center for specific information concerning the articulation process.

Academic Credit for Military Service

Students who have completed basic training in military service may be granted a maximum of four semester hours credit, which may be used to satisfy General Studies physical education and/or elective requirements. It is the student's responsibility to request this credit and to verify this military experience to the Registrar.

Advanced Standing

Based on the high school record and performance on the ACT or SAT, the Registrar will determine eligibility for advanced standing and credit in English and foreign language as follows:

English-Students may receive three hours of college credit in English 104 and may enroll in English 108 if they present four units of high school English with no semester grade of less than a "B" and a standard score of 25 or higher on the English section of the Enhanced ACT or 610 on the English part of the recentered SAT.

Foreign Language-Students who present one or more units of high school French or Spanish may enroll in French 102 or Spanish 102. Students who present two or more units of high school French or Spanish may enroll in French 201 or Spanish 201.

French or Spanish minor and French major-Students electing a minor in French or Spanish or a major in French may satisfy the elementary level requirement, French 101 and 102, or Spanish 101 and 102, by presenting two or more units of high school French or Spanish. These hours will not be recorded as college credit but will fulfill the requirement for the first six hours of the major or minor.

The Summer Session

Fairmont State College offers a ten-week summer session each summer. This session is made up of two terms of five weeks each. The requirements for admission and the character of the work offered are the same for the summer session as for the regular year.

All activities and facilities of the campus are available to students during the summer session. The student body is organized under its own leadership at the beginning of each session. A general program of social, recreational, and dramatic events is scheduled.

Special bulletins for the summer session are prepared for distribution. Those interested in working toward a degree, or in renewal of certificates, or in preprofessional courses, should write for the Summer Bulletin. Address: Registrar, Fairmont State College, Fairmont, West Virginia 26554.

Televised Courses

Each semester, courses by television are offered that will satisfy degree or elective requirements. Student attendance is required at a minimum of five Saturday classes for orientation, review, and midterm and final exams.

Off-Campus Classes

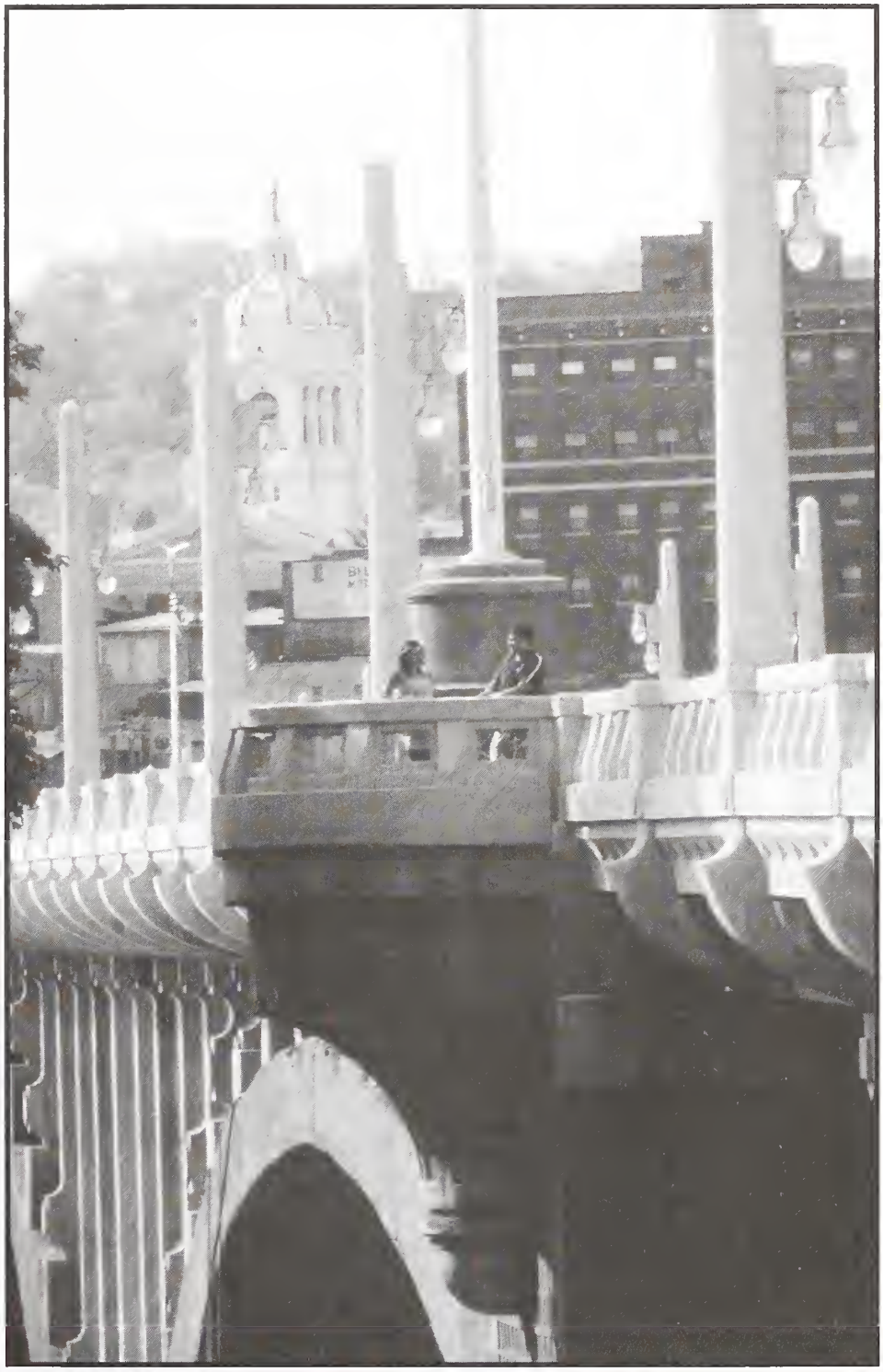
Fairmont State College offers off-campus classes at Vocational Technical Centers and high schools throughout the 9 counties of North Central West Virginia. Coordination between on- campus full-time faculty and adjunct faculty who teach off-campus courses assures the same standards of quality as those offered on campus. All off-campus classes are governed by policies and procedures in effect at Fairmont State College.

Preparatory Art, Music, and Drama Programs

Art, music, and drama classes and private lessons taught by student and professional instructors are available to community, college, secondary and elementary students for an additional fee. Information may be obtained by contacting the School of Fine Arts office. College credit is not awarded for these courses.

Academic Common Market

West Virginia provides for its residents who wish to pursue academic programs not available within the State through the Academic Common Market and through contract programs. Both programs provide for West Virginians to enter out-of-state institutions at reduced tuition rates. Contract programs have been established for study in veterinary medicine, optometry, and podiatry; the Academic Common Market provides access to numerous graduate programs. The programs are restricted to West Virginia residents who have been accepted for admission to one of the specific programs at designated out-of-state institutions. Further information may be obtained through the Director of Admissions or the Higher Education Policy Commission.



Expenses and Financial Aid

Resident Classifications

General

Students enrolling in a West Virginia public institution of higher education shall be classified as resident or nonresident for admission, tuition and fee purposes by the institutional officer designated by the President. The decision shall be based upon information furnished by the student and all other relevant information. The designated officer is authorized to require such written documents, affidavits, verifications, or other evidence as are deemed necessary to establish the domicile of a student. The burden of establishing residency for tuition and fee purposes is upon the student.

If there is a question as to residence, the matter must be brought to the attention of the designated officer and acted upon at least two weeks prior to registration and payment of tuition and fees. Students found to have made false or misleading statements concerning their residence shall be subject to disciplinary action and will be charged the nonresidents fees for each session therefore attended.

Residence Determined by Domicile

Domicile within the State means adoption of the State as a fixed permanent home and involves personal presence within the State with no intent on the part of the person to return to another state or country. West Virginia domicile may be established upon the completion of at least twelve months of continued residence within the State prior to the date of registration, provided that such twelve months residence is not primarily for the purpose of attendance at any institution of learning in West Virginia.

Establishment of West Virginia domicile with less than twelve months residence prior to the date of resignation must be supported by proof of positive and unequivocal action, such as, but not limited to, the purchase of a West Virginia home, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering to vote in West Virginia and the actual exercise of such right, registering of motor vehicles in West Virginia, and possessing a valid West Virginia driver's license. Additional items of lesser importance include transferring or establishing local church membership, involvement in local community activities, affiliation with local social, civic, fraternal or service organizations, and various other acts which may give evidence of intent to remain indefinitely within the State. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established.

Minors

Minors are defined by the West Virginia Code §2-2-10 as persons under eighteen years of age. The residence of minors shall follow that of the parents at all times, except in extremely rare cases where emancipation can be proved beyond question. The residence of the father, or the residence of the mother if the father is deceased, is the residence of unmarried and unemancipated minors. If the father and the mother have separate places of residences, minors take the residence of the parent with whom they live or to whom they have been assigned by court order. The parents of minors will be considered residents of West Virginia if their domicile is within the State.

Minor students who are properly admitted to an institution as resident students shall retain that classification as long as they enroll each successive semester.

Emancipated Minors

Emancipated minors may be considered as adults in determining residence, provided satisfactory evidence is presented that neither of their parents, if living, contribute to their support nor claim them as dependents for federal or State income tax purposes.

In the event that the fact of emancipation is established, emancipated minors assume all of the responsibilities of adults to establish residence for tuition and fee purposes. Proof must be provided that emancipation was not achieved principally for the purpose of establishing residence for attendance at an institution of higher education.

Students Eighteen Years of Age or Over

Students eighteen years of age or over may be classified as residents if (1) the parents were domiciled in the State at the time the students reached majority and such students have not acquired a domicile in another state, or (2) while adults, students have established a bona fide domicile in the State of West Virginia. Bona fide domicile in West Virginia means that students must not be in the State primarily to attend an educational institution and they must be in the State for purposes other than to attempt to qualify for resident status.

Nonresident students who reach the age of eighteen years while students at any educational institution in West Virginia do not by virtue of such fact alone attain residence in this state for admission or tuition and fee payment purposes.

Students who are properly classified as residents at the time they reach the age of eighteen shall continue to be classified as residents as long as they enroll each successive semester and do not establish a domicile, or legal residence, in another state.

State Residents Sixty-five Years Of Age Or Older

Residents of West Virginia who are at least sixty-five years of age may attend class for credit or no credit if space is available. Eligibility will be determined based on appropriate documents reflecting age and residency. Participants will be admitted according to the process for "Special Students" outlined in Fairmont State College's admissions policies. Students may register anytime during or after the preregistration period designated for "All Other Students" and through the Regular and Late Registration periods. Appropriate dates and times will be published in the Schedule of Classes for each term. Participants may register for either on or off-campus courses.

Eligible participants may elect one of two options for enrolling at the College. Participants must identify themselves and choose an option at the time of registration. No Credit Option. Eligible participants will be assessed fifty dollars ($50) per course plus applicable fees, i.e., technology, laboratory, parking permits, when appropriate.

Credit Option. Participants electing to earn college credit will be granted a waiver of fifty percent (50%) of the normal tuition and fees for courses. Technology, laboratory, parking and other special fees will be charged at the regular student rate.

Change of Residence

Adult students who have been classified as out-of-state residents and who seek resident status in West Virginia must assume the burden of proving conclusively that they have established domicile in West Virginia with the intention of making their permanent home in this state. The intent to remain indefinitely in West Virginia is evidenced not only by persons' statements but also by their actions. The designated institutional officer in making the determination shall consider such actions as, but not limited to, the purchase of a West Virginia home, full-time employment within the State, paying West Virginia property tax, filing West Virginia income tax returns, registering to vote in West Virginia and the actual exercise of such right, registering of motor vehicles in West Virginia and possessing a valid West Virginia Driver's license. Additional items of lesser importance including transferring or establishing local church membership, involvement in local community activities, affiliation with local social, civic, fraternal or service organizations, and various other acts which may give evidence of intent to remain indefinitely within the State. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established. Factors militating against a change in residence classification may include such considerations as the fact that students are not self-supporting, that they are carried as dependents on their parents' federal or state income tax returns or their parents' health insurance policy, and that they customarily do not remain in the State when school is not in session.

Military

Individuals who are on active military service or employees of the federal government may be classified as residents for the purpose of payment of tuition and fees provided that they established a domicile in West Virginia prior to entrance into federal service, entered the federal service from West Virginia, and have at no time while in federal service claimed, or established a domicile in another state. Sworn statements attesting to these conditions may be required. The spouse and dependent children of such individuals shall also be classified as residents of the State of West Virginia for tuition and fee purposes. Persons assigned to full-time active military service and residing in West Virginia may be classified as in-state residents for tuition and fee purposes.

Aliens

Aliens in the United States on a resident visa, or those who have filed a petition for naturalization in the naturalization court and who have established a bona fide domicile in West Virginia, may be eligible for resident classification provided they are in the State for purposes other than to attempt to qualify for residency status as students.

Former Domicile

A person who was formerly domiciled in the State of West Virginia and who would have been eligible for an instate residency classification at the time of his/her departure from the state may be immediately eligible for classification as a West Virginia resident provided such person returns to West Virginia within a one year period of time and satisfies the conditions of Section 2 regarding proof of domicile and intent to remain permanently in West Virginia.

Appeal Process

The decisions of the designated institutional officer charged with the determination of residence classification may be appealed to the President of the institution. The President may establish such committees and procedures as determined necessary for the processing of appeals.

Payment of Tuition and Fees

The West Virginia law provides that: "No financial credit of any type shall be extended to any individual, either student or other, at any State College or Institution. All Colleges and Universities in the State Higher Education System shall operate strictly on a cash basis with all payments and obligations being collected in advance." The State Codes (laws) of West Virginia now permit the Colleges and Universities to enter into a deferred payment contract with its otherwise qualifying students for tuition only. Under this plan the student is required to pay a minimum of 60 percent during the registration period with the remaining 40 percent being due and payable before the end of the sixth week. There is a service charge equivalent to 18 percent APR on the unpaid balance. Ten days after the due date a late payment is charged in the amount of 5 percent or $5.00 whichever is less, plus a hold is placed on all records for non compliance. The student will not have completed the registration process until all fees, plus interest and/or any penalties have been paid in full. Fees can be paid with Visa/Mastercard and Am. Express.

Registration is not completed until a check covering payment of tuition, residence hall rent, board, and fees has cleared the bank upon which it was drawn. A late payment charge of $15 will be assessed after registration day; a $10 charge will be assessed on each check returned for "insufficient funds" unless the student can obtain an admission of error on the part of the bank. The Business Office shall declare the fees unpaid and registration canceled until the check has been redeemed and the additional charge paid. Student records will not be released by the Registrar's Office for any student who has a delinquent financial obligation to the College.

All outstanding amounts resulting from nonpayment of tuition and fees are the responsibility of the student. Withdrawal from college, officially or unofficially, will not cancel any financial obligation already incurred. Additionally, failure to pay all financial obligations may result in debts being turned over to a collection agency. Collection costs, including attorney fees and other charges necessary for the collection of any amount due, will be added to the student's account balance.

Four-Year Baccalaureate College Tuition & Fees
Enrollment Fees Per Semester
On and Off Campus

	WV Resident	Non-Resident
12 hours or more, full-time students	$1,383.00	$3,170.00
11 hours	1,270.00	2,898.00
10 hours	1,154.00	2,634.00
9 hours	1,038.00	2,370.00
8 hours	922.00	2,106.00
7 hours	806.00	1,842.00
6 hours	690.00	1,578.00
5 hours	575.00	1,315.00
4 hours	460.00	1,052.00
3 hours	345.00	789.00
2 hours	230.00	526.00
1 hour	115.00	263.00

Graduate College Tuition & Fees
Enrollment Fees Per Semester
On and Off Campus

	WV Resident	Non-Resident
12 hours or more, full-time students	$1,645.00	$4,532.00
11 hours	1,501.00	4,152.00
10 hours	1,364.00	3,774.00
9 hours	1,227.00	3,396.00
8 hours	1,090.00	3,018.00
7 hours	953.00	2,640.00
6 hours	816.00	2,262.00
5 hours	680.00	1,885.00
4 hours	544.00	1,508.00
3 hours	408.00	1,131.00
2 hours	272.00	754.00
1 hour	136.00	377.00

New Student Orientation Fee (Non-Refundable Fee)	$75.00
Pre-Registration Fee (Non-Refundable Fee)	$ 4.00
Late Registration (Non-Refundable Fee)	$25.00
Technology Fee (per credit hour)	$10.00
Aviation Course Fee (per credit hour)	$50.00
Dormitory Room	
Double Occupancy, Morrow	$1,075.00
Double Occupancy, Pence and Prichard	$1,110.00
19 Meals (7 days per week)	$1,284.00
15 Meals (5 days per week)	$1,166.00
Damage Deposit	$150.00
Computer Connectivity Fee	$30.00

All new students must pay a $75.00 New Student Fee-August term only. All new students and transfers-must pay a $4.00 Service Charge to set up a schedule. Students paying on-campus Tuition & Fees are entitled to participate in college activities and attend athletic events.

Cost of Each Summer Session

	WV Resident	Non-Resident
12 hours or more, full-time students	$1,318.00	$3,105.00
11 hours	1,210.00	2,838.00
10 hours	1,100.00	2,580.00
9 hours	990.00	2,322.00
8 hours	880.00	2,064.00
7 hours	770.00	1,806.00
6 hours	660.00	1,548.00
5 hours	550.00	1,290.00
4 hours	440.00	1,032.00
3 hours	330.00	774.00
2 hours	220.00	516.00
1 hour	110.00	258.00

*All fees subject to change

Special Fees (Non-Refundable)

Late Registration Fee	$25.00
Graduation Fee (Inc. cap and gown)	$40.00
Late Application for Graduation Fee	$60.00
New Student Orientation Fee	$75.00
Transcript Fee (First Transcript is furnished free)	$5.00
(Priority Transcript Fee)	$9.00
Special Examinations for course credit (per credit hour)	$22.00
Late fee for Deferred Payment Plan	5% or $5.00 maximum

*The term "resident" refers to classification for fee purposes only.

Refund Policy for Tuition and Fees

A student who withdraws regularly from the college may arrange for a refund of fees, excluding special fees, in accordance with the following schedule. Refunds are determined from the first day of the school term, which begins officially with Orientation Week. The Official withdrawal date is certified by the Registrar.

Students who have paid in advance and cancel schedules prior to registration day will receive full refunds.

Students who pay fees on fall and spring registration days will be allowed to drop classes if doing so will result in a reduction of tuition. Classes may not be added or changed at this time.

Summer registration - Students will be permitted to preregister and pay in advance or to register and pay fees on registration day.

Semester Terms

During first and second weeks (beginning with Registration Day)	90%
During third and fourth weeks	70%
During fifth and sixth weeks	50%
Beginning with seventh week	No Refund

Summer Terms

Registration Day through the first three days of classes	90%
Fourth through sixth day of classes	70%
Seventh through ninth day of classes	50%
Beginning with tenth day of classes	No Refund

Residence Hall Expenses Per Semester

Morrow	$1,075.00
Pence and Prichard	$1,110.00
Computer Connectivity Fee	$30.00

Food Service

All residents of Morrow, Prichard, and Pence Halls are required to purchase a meal ticket for use in the College cafeteria or snack bar located in the Student Center. Campus Dining Services offers three meal plans.

A. Falcon 19 Plan
(19 meals 7 days per week) ..... $1,284.00 per semester
B. Falcon 15 Plan
(15 meals 5 days per week) ..... $1,166.00 per semester

Students who do not live on campus may select from the following nonrefundable plans:

Summer School Room and Food Service

5 Day Meal Plan	$375.00
Room, Double occupancy for five weeks	$280.00
Damage Deposit (Refundable)	$50.00

Damage Deposit

This fee, less charge for any damage, is returned at the end of occupancy period. $150.00

Key Deposit

This is returned when the student vacates the residence hall room and returns the key to the Residence Director $2.00

Social Fee

The fee is to be paid when a student moves into a residence hall. It covers the cost of the local newspaper, TV Guide, television cable, Christmas party, and various other expenses of the hall $5.00

Payment of Room and Board

Regular term payment of room and board and $150.00 damage deposit must be paid on or before registration day. Summer term payment of room, board, and a damage deposit for a summer term must be paid in full by registration day.

Residence Hall Reservations

Applicants for residence hall reservations must pay a $100.00 deposit at the time the application is filed with the College. (This amount is subject to change at any time.) The deposit will be credited to the applicant's residence hall rent account. All applications must be filed with the Office of Residence Life. Residence halls are filled on a first applied basis.

Notice of cancellation of room reservations must be received by the Residence Life Office by June 1. Otherwise the total amount of $100.00 will be forfeited. (Exception: Should the applicant be denied admittance to the College, a full refund will be made without regard to dates.)

Fee Payments

Tuition and fees may be paid by cash or check, or by Visa, Mastercard, Discover, or American Express bank cards. Students have the option of paying 60 percent of their tuition and fees by Registration Day and 40 percent plus interest within six weeks. Students receiving financial aid must apply 100 percent of their aid prior to paying 60 percent of the balance due.

Non-Payment of Tuition and Fees

All outstanding balances resulting from nonpayment of tuition and fees are the responsibility of the student. Withdrawal from college, officially or unofficially, does not cancel financial obligations already incurred. Additionally, failure to pay all financial obligations may result in the account being sent to a collection agency. Collection costs, including attorney fees and other charges necessary for the collection of any amount due, will be added to the student's account balance.

Financial Assistance

Financial aid in the form of scholarships, grants, loans, and employment is available to students who need assistance in meeting their college expenses. All funds are administered by the Financial Aid Office with approval of the Financial Aid Committee.

Need Based Aid Philosophy Statement

1. Fairmont State College's primary purpose in awarding financial aid is to assist those students who without such aid could not attend.
2. It is the position of the College that parents have the first obligation to provide for the education of their sons or daughters. The second obligation falls upon the students (and their spouses where applicable) to contribute to their own education from personal earnings and assets, including appropriate borrowing against future earnings.
3. Within its available resources, the College attempts to meet the financial needs of its students. A student's financial need is determined by subtracting the parent and/or student's contribution from the total cost of attendance. The total financial aid awarded a student shall not exceed the college budget.

Scholarship Philosophy and Procedure Statement

It is the intent of Fairmont State College, as an institution of higher learning to promote and foster the highest degree of scholarship from its students. The College actively recruits students who have excellent academic records and recognizes and rewards those who continue to excel.

The objective of the College's scholarship program is to foster the recruitment and retention of a diverse student body with special talents. To accomplish this objective a variety of merit scholarships are developed with special criteria (ex.: Falcon Scholarships, Governor's Honors Academy Scholarships, Academic Discipline-Specific Scholarships, International Student Scholarships, Athletic Scholarships, etc.)

The College is ultimately responsible for final approval of scholarship programs and related policies and procedures. Further, various offices or committees are responsible for segments of the scholarship programs. The Fairmont State College Foundation, Inc., through the auspices of the Fairmont State College Foundation's Scholarship Committee, collaborates with the Office of Admissions and Financial Aid Office to explore new areas of scholarship development and expansion, and assist those interested in establishing new merit-based scholarships or enhancing currently established scholarship programs for FSC students. New scholarship programs are reviewed for consistency with institutional recruitment and retention goals and the scholarship philosophy statement, and must be reviewed and endorsed by the Faculty Senate Financial Aid Committee and approved by the President.

The College's Financial Aid Office also administers scholarship aid delivery for a wide range of externally-funded and managed merit and need-based scholarships received by FSC students.

Financial aid in the form of scholarships, grants, loans, and employment is available to students who need assistance in meeting their college expenses. All funds are administered by the Financial Aid Office with approval of the Financial Aid Committee.

Sources of Financial Aid

The Financial Aid/Scholarship Brochure details all sources of financial aid offered by Fairmont State College and is available on the College's homepage at http://www.fscwv.edu.

Definition of An Academic Year

For Pell Grant and Direct Loan processing, the academic year at Fairmont State College begins with the fall, continues with the spring, and concludes with the summer term.

Procedures for Obtaining Financial Aid

1. Students must complete and submit an application for admission to the Fairmont State College Admissions Office (new students only).
2. For full consideration of aid based on need, students must complete and submit the Free Application for Federal Student Aid (FAFSA) to the federal processing center by March 1. The FAFSA must be submitted annually.
3. For consideration of eligibility for academic scholarships, students must apply for admission to the college prior to March 1 and submit a scholarship application to the Financial Aid Office by March 1.

Satisfactory Academic Progress for Federal Financial Aid

Federal aids affected by the policies below include: Pell Grant, Supplemental Education Opportunity Grant, College Work-Study Program, Perkins Loan, Direct Loan, Parent (PLUS) Loans, and the State Student Incentive Grant Program (West Virginia and other state grants).

I. Students placed on academic probation or admitted on academic probation are not eligible for financial aid. Financial aid may be restored when a student is no longer on academic probation.

II. Students beyond the sophomore year must maintain an overall 2.0 grade point average.

III. All degree candidates shall have a maximum time frame to complete their degrees and must demonstrate progress toward their degree in terms of successfully completed credit hours.

A. **Bachelor Degree** Full-time students must successfully complete a minimum number of hours each year:

YEAR	NO. OF HOURS
1	18
2	22
3	22
4	22
5	22
6	22

Part time students must successfully complete 75 per cent of the credit hours attempted during the academic year.

IV. Students should be aware that a change in degree objective, i.e., Certificate, Associate, and Baccalaureate, can increase or decrease the maximum number of allowable completed credit hours. Completed credit hours will include transfer work and credit hours earned without use of financial aid.

V. Summer School-Summer school consists of two five-week terms and is considered to the end of the preceding academic year. If there is remaining eligibility for financial aid, student may receive assistance for summer school. Enrollment in six hours is considered half-time, nine hours is three quarter time, twelve hours is full-time.

Summer enrollment may affect the future status of aid eligibility in regard to hours completed against overall hours attempted and in regard to grades earned. If a student has lost aid due to unsatisfactory progress, the summer enrollment may be used to help render the student eligible for aid in succeeding semesters. Financial aid is not available in the summer to students who are on academic probation. Hours attempted in the summer terms will be counted toward required progress as defined in III.

VI. Federal Financial Aid recipients must be enrolled in degree granting programs.

VII. The Registrar does not consider an "incomplete" or a "withdrawal" as hours attempted. The Financial Aid Office does consider these two grades as hours attempted since they were utilized to determine a student's semester enrollment and payment status, i.e., full-time or part-time status. In addition, the Financial Aid Office does not consider these two grades or the grade of "F" as successfully completing the course, when hours completed are calculated.

VIII. At the conclusion of any semester in which a student does not fulfill any of the above satisfactory progress requirements (s)he will receive a letter informing her/him that financial aid is being terminated. Eligibility for federal aid shall resume following the semester in which a student does meet all satisfactory progress requirements.

IX. Mitigating Circumstances:

The time frame students have to complete a one, two, or four-year program is considered to be adequate and fair under the progress system. Thus, an appeal for additional time because of changing major or degrees is not likely to be granted, but it may be made to the Financial Aid Committee.

X. Appeals:

Students who fail to meet any of the academic progress requirements may appeal to the Financial Aid Committee for reinstatement of financial aid. The major reason for appeal will be personal illness or the serious illness or death of an immediate family member (mother, father, sister, brother, husband, wife, legal guardian). Students may submit appeals based upon other circumstances, but in all cases they must do so in writing, providing as much documentation as possible. Students have ten (10) working days from the date of written notification to submit their written appeal to the Financial Aid Office. Within a reasonable time frame, the Financial Aid Committee will meet to consider the written appeal and provide a written decision to those who have appealed.

Academic Forgiveness and Financial Aid

Candidates for academic forgiveness may receive financial assistance during the readmission semester. Candidates who are part-time must take a minimum of six credit hours in order to receive aid and must maintain minimum 2.0 GPA for continued aid. If the cumulative GPA during the readmission semester is less than 2.0, there will be no further financial assistance.

Candidates must have a signed, written request on file with the Registrar and with the Director of Financial Aid and Scholarships in order for financial assistance to be released.

Financial Aid Refund/Repayment Policy

Federal regulations require that Fairmont State College recalculate eligibility for financial assistance for students who withdraw, drop out, or are dismissed before completing the enrollment period. This recalculation may result in requiring a student to return financial aid funds to the various federal aid programs.

A student "earns" Title IV federal aid based upon the length of

the time the student remains enrolled during the enrollment period. Title IV federal aid includes the Federal Pell Grant, Federal SEOG, Federal Perkins Loan, and William D. Ford Federal Direct Student and PLUS loans. Students enrolled for more that 60 percent of the enrollment period (determined by the number of days completed up to the withdrawal date) are considered to have earned 100 percent of Title IV funds and are not required to return their aid. Students enrolled less than 61 percent of the enrollment period must return the "unearned" portion of Title IV funds to the various aid programs. This return may result in unpaid charges to Fairmont State College for tuition/fees and room/board. Fairmont State College will bill the student for any balance due. Students who received aid to assist with related educational expenses may also be required to return a portion of their aid. Students who owe a repayment to any federal financial aid program are no longer eligible for financial aid at any post-secondary institution. Eligibility may be re-established after the repayment is satisfied.

Veterans' Policies

The following policies and procedures will be observed by Fairmont State College for the purpose of determining satisfactory progress for all students receiving veterans benefits, the Veterans Administration will be notified of any veteran who is not maintaining satisfactory progress.

Probation or Suspension

The Veterans Administration will be notified immediately at the end of the semester of a student receiving veterans benefits who is either suspended or placed on academic probation by Fairmont State College. The Office of the Assistant Vice President for Academic Affairs supplies the Veterans Coordinator with a list of students suspended or placed on academic probation. This list will serve as the basis for notification to the Veterans Administration.

Class Attendance

Individual class attendance by all students receiving veterans benefits will be maintained and the Veterans Administration will be notified immediately when a student's absence from class is interfering with satisfactory progress in that class. The following procedure will be used in collecting attendance information:

1. All instructors will be provided with a list of students receiving veterans benefits.
2. The Veterans Coordinator will notify the Veterans Administration immediately that the veteran is not making satisfactory progress in specific classes because of irregular attendance.

If a student receiving veterans benefits withdraws from college or an individual class and the Veterans Coordinator has no prior notice of irregular class attendance, the official withdrawal date on the withdrawal form completed in the Registrar's Office will be assumed as the last date of class attendance.

Final Grade for All Courses Attempted

The final grade policy for all courses attempted applies to all students at Fairmont State College, including those receiving veterans' benefits.

Midterm Review

The Veterans Coordinator will review the midterm grade report for all students receiving veterans benefits and the Veterans Administration will be notified of any irregularities or indication of lack of progress on the midterm grade report.

Summary

As indicated above, students receiving veterans benefits are subject to all institutional policies of grading, attendance, and withdrawal. It is the responsibility of the Fairmont State College Veterans Coordinator to administer the procedures listed above and to notify the Veterans Administration, in every instance, indicating lack of satisfactory progress by the student receiving veterans benefits. There are no separate policies of attendance, withdrawal, or grade average calculation for students receiving veterans benefits. Veterans are informed that evidence of unsatisfactory progress during a semester may result in loss of benefits back to the point at which satisfactory progress ceased (i.e., irregular withdrawal from class).

Student Affairs

Fairmont State College provides many services to its students for the purpose of assisting them to adjust to the college environment. The Office of the Vice President for Student Affairs coordinates and assumes responsibility for all activities and services directly affecting the welfare of students.

Developmental opportunities are a significant part of the educational experience. The Office of Student Affairs encourages students' growth and development by assisting them to understand themselves, others, and their relationship to society. The Vice President for Student Affairs coordinates and assumes responsibility for all activities and services to achieve this objective. Services include career services, residence life, counseling, student health services, child care, disability services, freshman orientation activities, student organizations, student activities, Student Government, and student (work-study) employment on campus.

Career Services

The Office of Career Services provides students and alumni with a variety of services. These services include career exploration, career/life planning, and job placement. Students can utilize interactive computer software and career counseling to clarify career options. An extensive career resource library is also available. Career Services provides the following:

- Assistance in declaring a major through a variety of assessment tools
- Personalized career counseling
- Information on employment trends, outlooks, etc.
- Internship/practical experience opportunities
- Seminars, career/job fairs
- Job placement class (Human Services 199)
- Graduate school information
- Internet job search
- Full and part-time job opportunities
- Access to job referral system
- On-campus interviewing
- Career resources library
- Establishment of credential file

Freshmen through seniors and alumni are encouraged to take advantage of the services and resources. The Office of Career Services is located in Room 322 Turley Center and is open Monday through Friday, 8:00 a.m. to 4:00 p.m. Evening appointments may be made by arrangement. (304) 367-4214.

Children's Learning Center

Fairmont State College offers a campus based licensed childcare center for children of FSC students, faculty, staff and the community. The Center is located in Room 124 of the Education Building. A developmentally appropriate program provides a safe learning environment for children ages 2 (toilet trained) - 8 years old. The Center is open from 7:30 a.m. - 4:30 p.m. (Monday - Friday) when FSC classes are in session. The Center does not operate during FSC summer sessions.

Financial assistance from the Dept. of Health & Human Resources is available for those families meeting eligibility requirements. All children must be pre-registered with the Center in order to utilize this service. For more information contact the Fairmont State College Children's Learning Center at 367-4366.

College Counseling Service

The counselors in Student Affairs offer professional assistance with personal problems, problems of social relationships and the understanding of oneself and others. The staff consists of professionals trained in clinical practice and counseling that are experienced in dealing with issues of college students. These services are available to all students in the belief that they often find significant benefit in counseling as a means of increasing self-awareness, maximizing potential and making the college experience more productive and meaningful. Contacts with the College Counseling Services are held in strict confidence. Appointments may be made by calling, 367-4792 or in person.

Residence Life

Fairmont State College maintains three residence halls which accommodate approximately 437 students. Each residence hall provides a learning environment which is designed to enhance academic and social life.

Residence Standards

1. All unmarried freshman students who do not commute or who do not reside with their families are required to reside in college housing so long as space is available.
2. All residence hall assignments are made for the entire academic year; students may not move or transfer from any residence hall, except to graduate, to withdraw for the remaining part of the academic year, to marry and live with their spouse, to commute to take care of an incapacitated parent, or to move to a different environment for health reasons.
3. Applicants for room reservations must pay a $100 deposit at the time of application; this fee will be credited to the applicant's room-rental account. Notice of cancellation must be received by Student Affairs by June 15 or the $100 deposit is forfeited. A $100 deposit is required of students who wish to reserve a room for the spring term. This deposit will be returned upon notice provided that the request for a refund is received before December 31. A $100 damage deposit shall be paid at the time of registration; this fee, less any damage, will be returned at the time of withdrawal from the residence hall.

4. All residence hall students and their parents or guardians are responsible for being familiar with the purchase of meal tickets, the code of behavior, and all other regulations that are listed and explained in the Residence Life Handbook.
5. The College reserves the right to limit the number of students in the residence halls under its control.
6. The College reserves the right to limit the number of out-of-state students accepted to live in the residence halls.
7. Students who live in Pence, Morrow, or Prichard Hall must purchase a meal ticket for the Dining Hall.
8. A student who is absent from a residence hall for seven consecutive days will not be charged for meals provided that the food service director is notified in advance. No deduction in room rent, however, will be allowed regardless of the cause of absence. There is no refund of room rent to students changing residence or withdrawing during a term or semester.
9. Room rental, and a meal ticket must be paid in full for a semester on or before registration day.
10. Residence halls will be closed during the spring recess and during the Thanksgiving and Christmas vacations.
11. In cases where a preponderance of circumstantial evidence of policy violation or criminal action exists, the student's room will be searched in accordance with the Student's Rights and Responsibilities of Fairmont State College; Section: Rights to Privacy.
12. Any residence hall students who are suspended or expelled from Fairmont State College for disciplinary reasons may forfeit their right to any residence hall refund.
13. All residence halls are smoke free.
14. Fairmont State College is a "dry campus."Alcoholic beverages are not permitted in the Residence Halls.

Institutional Testing Program

Several standardized comprehensive tests are essential for special groups of students. These tests include, but are not limited to, the following:

American College Testing Program (ACT)

Registration for classes is contingent upon its completion.

College Level Examination Program (CLEP)

Students who wish to obtain credit by examination should check in room 322 of the Turley Center for test availability.

Graduate Record Examination (GRE)

This test is optional for students graduating who expect to attend graduate school. This should be taken during the senior year. Application and information are available in Room 322 Turley Center.

National Teachers Exam (NTE) Specialty Area Tests and Principles of Learning and Teaching (PLT) Tests

Students graduating with a Bachelor of Arts Degree in Education are required to take these tests and to achieve the minimum acceptable score for each teaching specialization and developmental level in order to be recommended for licensure. Students normally should take the NTE during the semester prior to their student teaching semester. The PLT exam should be taken during the final semester of their senior year. Applications and information are available in Room 322 Turley Center.

Pre-professional Skills Test (PPST)

Teacher education students must take this test battery prior to enrollment in Education 303. The test battery includes reading, mathematics, and writing. Minimum acceptable scores are required for formal admission to Teacher Education and eventual recommendation for graduation and licensure as a teacher. Applications and information are available in Room 322 Turley Center.

Disability Services

As required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, certain accommodations are provided for those students whose disability may affect their pursuit of a college education. These students must contact the Coordinator for Students with Disabilities, who is located in Student Affairs, if these services are desired. The Associate Provost is notified and provided written documentation of the required academic accommodations and apprises advisors, school chairs, and instructors of this information each semester. Priority scheduling procedures have been established for students with disabilities. Students should contact their advisor for priority class preregistration. For additional information refer to the brochure "Services for Students with Disabilities" available in Student Affairs.

Student Orientation

New students arrive on the campus in advance of other students to become acquainted with the campus, buildings, academic programs, student activities, and student welfare in general. Throughout the orientation period, new students are assisted and guided by trained student counselors, who are sympathetic to the individual problems of students.

Student Health Service Center

A physician assistant and a registered nurse are available to examine and advise students in matters pertaining to their health. When college is in session, a nurse is available from 8:00 a.m. until 4:00 p.m., Tuesday, 8:00 a.m. until 5:00 p.m. M,W,Th, and 8:00 a.m. until 12:30 noon on Fridays in the College Clinic in Colebank Hall for first aid and for the treatment of minor ailments. The college physician assistant has regular campus office hours Monday, Wednesday, and Thursday, 9:45 a.m. until 5:00 p.m.

Academic Development Center

The Academic Development Center offers courses in college reading and study skills, pre-algebra, elementary algebra, and composition skills for students who enter college with academic deficiencies and or low placement test scores in any of those areas. These courses do not apply toward the credit hours required to graduate but they do provide institutional credit, counting toward a student's full-time status. All courses offered through the Academic Development Center are worth three institutional credit hours. These courses can be found under the heading Academic Development Center in the schedule of courses. The Center's main office is 200 Jaynes Hall.

Students are required to complete all such required, non-graduation credit courses within their first 32-credit hours of college if they are majoring in an AA, AS, or AAS program. Students in BA and BS programs are strongly encouraged to complete these courses within their first 32-credit hours, also.

Tutoring Program

Fairmont State College provides an accredited Tutoring Program under the supervision of the Learning Skills Center. All Fairmont State College students are entitled to 10 hours of free

tutoring each fall and spring semester. Trained tutors are available through the Tutoring Office on the second floor of Jaynes Hall.

Multicultural Affairs

The Office of Multicultural Affairs provides multicultural education for all students. Educational endeavors will assist majority and minority students to identify their commonalities and recognize, understand, accept, respect, and value their differences. Students will learn to relate to members of diverse groups, communicate effectively across racial and cultural lines, and transfer these skills to a variety of settings.

The Office of Multicultural Affairs also promotes systematic change that fosters a multicultural perspective across campus. As change agents, we work with various allies to incorporate diverse perspectives into every facet of the institution, including admissions, hiring practices, administrative policies and procedures, academic curriculum, and co-curricular activities. Our journey will not end until every unit on campus and the college as a whole address multicultural issues in an optimal manner.

Finally, the Office of Multicultural Affairs provides support to under represented ethnic groups. This support includes assessment and other functions designed to identify the psychosocial, academic, and other needs of minority students; communication of these needs, along with recommendations for meeting them, to other units of campus; programs and services that enhance students' personal, social, educational, and cultural development; and efforts to encourage all students to participate in and contribute to the life of the campus.

General Regulations

In matters concerning student rights, responsibilities, and social conduct, special reference should be made to the published Student Handbook and the Parking and Vehicle Regulations brochure.

Student Automobile Regulations

Because of the large number of vehicles used by students, traffic on the College campus is seriously congested. In the interest of safety and service, rigid regulations have become necessary. All parking is limited to defined areas, and restricted parking is established in certain areas.

Additional information may be found in the Student Handbook.

The Libraries of Fairmont State College

Fairmont State College has three libraries that may be used by all students, faculty, and staff. The Ruth Ann Musick library is located on the second and third floors of the library building on the main campus. The other FSC libraries are located at the Caperton Center in Clarksburg and the National Aerospace Education Center at Bridgeport. These libraries function at the heart of the college's academic program. Library personnel work closely with students and faculty to develop research skills and to provide a wide range of support services that enhance the learning experience. The library's print and electronic holdings are designed to support the curricular needs of the academic program of study offered at the college and to encourage intellectual and personal growth.

The libraries provide easy access to over 280,000 items including books, periodicals, government documents, compact discs, videos and other multimedia, and to electronic databases. Subscriptions to over 4,000 journals, either in print or online full text, and to regional and national newspapers provide the latest information in all disciplines.

The libraries have an online, web-based catalog of all holdings. This catalog is searchable from any location in the world, through the use of a web browser.

Reference Services

The librarians offer instructional programs and training sessions, including orientation which covers the use of the library's resources, methods of dealing critically with available information and ways in which the library can provide information, both through traditional means and by the latest electronic methods. Training in the use of information gathering on the Internet and through other electronic information resources is available to all users.

The library on the main campus is open over 96 hours a week during fall and spring semesters and over 64 hours during the summer sessions. At least one professional librarian is available or on call all hours that the library is open. The librarians provide individualized assistance with projects, research questions, and papers.

Among the libraries' holdings are thousands of reference works, abstracts, and indexes, as well as computerized, web-based databases, both full text and bibliographic in nature.

Interlibrary Loan

If students need research materials that are not available in one of the libraries, the items may be requested through Interlibrary Loan, either online or in person. Using a major Bibliographic database (OCLC), library staff process requests quickly and efficiently. Fax equipment and ARIEL (Internet transfer of documents) are both used to improve response time.

Online Services

The librarians at Musick Library maintain the libraries' web pages with information resources available to all students online. Resources include journal indexes, full text journals, encyclopedias, style manual, newspapers, government documents, and bibliographic indexes in all areas of the sciences, social sciences, humanities, and technology. Specialized assistance in locating resources is available and students and faculty may e-mail questions to the librarians.

Media Services

Media Services occupies the first floor of the Ruth Ann Musick Library. Through its specialized facilities and personnel, Media Services attempts to fulfill its primary purpose of providing coordination, design, and application of educational technology in support of the college's ongoing instructional process. Services include the design, production, or coordination of a wide range of photographic, traditional audio/visual, graphics, satellite downlink, and video services.

Student Government Association

Student Government at Fairmont State actively seeks to supplement the academic atmosphere with intellectual, cultural, and social activities. Student Government members are involved in all aspects of life on campus and work cooperatively with the college administration.

Every segment of the student body is represented in the Government. Members are elected each spring by the student body and receive special training for their positions. The association is comprised of the president, vice president, secretary, treasurer, parliamentarian, representatives of the four classes and other groups. An advisor is assigned by the Vice President for Student Affairs.

Student Government meets weekly in 128 Hardway Hall. All meetings are open and any student is welcome to attend.

Dining Hall

Buffet style breakfast, lunch, and dinner are served daily in the College Dining Hall with the exception of an evening meal on Sunday. Varied menus of reasonably priced foods are available. Most student organization banquets are held in the Dining Hall; however, permission for the use of this facility must be obtained from the Facilities Committee.

Turley Center

The Turley Center is a modern, spacious building centrally located on the campus. It houses the College Bookstore, a snack bar, the ballroom, meeting and recreation rooms and a study lounge. In the Bookstore, students may purchase all textbooks, stationery, school supplies, cards, and various gifts and sundry items. Stamps are available for purchase and packages are weighed for mailing. The snack bar serves hot food and is provided as a service to the large commuter contingent of the campus population as well as on-campus students. A Ballroom and meeting rooms are available to on-campus groups without charge and can be scheduled through the Office of the Assistant to the President.

Recreation rooms provide facilities for participation in pocket billiards, ping-pong, chess, backgammon, and checkers. Various tournaments are held each semester under the direction of the student center activities coordinator. The study lounge is furnished to provide a quiet, relaxing atmosphere to assist serious- minded students in their preparation for academic endeavors.

Clubs, Honor Societies, and Social Organizations

Fairmont State College students have organized over 80 clubs and honorary organizations for the promotion of interests in various subject matter fields, the recognition of outstanding achievement in various campus activities, and for general social purposes. A list of the currently active organizations can be found in The Student Handbook or in Room 319 Hardway Building.

Religious Organizations

Organized groups on campus include the Newman Center sponsored by the Roman Catholics, the Wesley Foundation sponsored by the United Methodists and Presbyterians, Chi Alpha, related to the Assemblies of God, and the Baptist Campus Ministry related to the American Baptist Church. A complete list of active organizations are available in the office of Student Affairs.

Services of ministers of many denominations and other faiths are available to the campus at all times through the Newman Center and Wesley Foundation.

Publications

Student publications are comprised of *The Columns*, the student newspaper, *The Mound*, the yearbook, and *Whetstone*, an art and literary magazine. Staff positions are open to all interested students. Application forms are available in Room 301 Jaynes Hall, the student publications business office. Students participating as staff members may also receive one-hour college credit for their work by enrolling in Journalism 199 (Section 01, for *Columns*; Section 02, for *Mound*; Section 03, for *Whetstone*) and performing duties as assigned by the editor. Editors of the respective publications are chosen annually by the Student Publications Board, the governing body of all student publications.

All publications allow students to showcase their writing, photographic, and graphic skills in professional settings using advanced computer technology. *The Columns* is published ten times per semester and is distributed campus-wide by noon each Monday. *Whetstone* is published each semester. *The Mound* is published annually. *Tracts* a journal for undergraduate scholarship. *Kestrel: A Journal of Literature and Art*, a professional art and literature journal which features poetry, fiction, nonfiction, drama and art work from art and literary professional around the world, offers junior

and senior level students an opportunity for a professional immersion experience in adjudication, publication and business management through an internship with three hours of course credit (journalism 399: *Kestrel*). *Kestrel* is published twice a year, fall and spring, and acts as an arts bridge to the community through the annual *Kestrel* Festival of the Arts. The goal of both programs is to promote "living" literature, drama, art and music. Interested students should inquire in the School of Language and Literature.

All publications are financed primarily by student fees.

Music Organizations

Performing organizations in the Music Department are open for the participation of all interested and qualified students at Fairmont State College.

Instrumental organizations include the Falcon Marching Band, FSC Concert Band, College-Community Symphony Orchestra, Brass Ensemble, Percussion Ensemble and Stage Band. Additional Chamber ensembles are organized on occasion under faculty supervision.

Vocal ensembles include the Collegiate Singers, Chamber Choir and the College- Community Chorus. Additional ensembles are organized on occasion under faculty supervision.

All musical ensembles present concerts on and off campus during the school year. Interested students should contact the Music Department for additional information.

Forensics (Public Speaking and Debate Activities)

Traditionally Fairmont State College offers a variety of programs for all students interested in public speaking and debate. Participation in all of these activities is open to any full-time student in good academic standing at Fairmont State College. All activities are under the direction of the Speech Communication and Theatre faculty.

The Intercollegiate Debate Squad annually participates in 10 to 15 intercollegiate debate tournaments at colleges and universities throughout the Eastern United States. The debate squad also sponsors and participates in public exhibition debates, television and radio presentations. Fairmont State College is a member of the National Forensic Association and the American Debate Association and a subscriber to the American Forensic Association Code of Forensics Program and Forensics Tournament Standards for Colleges and Universities.

Students may participate in intercollegiate public speaking contests in oratory, extemporaneous speaking, persuasive speaking, impromptu speaking and after-dinner speaking. Students who have demonstrated mastery of theatre studies and excellence in theatre performance or technical theatre are offered membership in the Alpha cast of Alpha Psi Omega, the National Dramatic Honorary.

All full-time students have the opportunity to participate in the Annual M.M. Neely Oratorical Contest. The contest is a persuasive speaking event which is endowed by the heirs of the late U.S. Senator and Governor of West Virginia, M.M. Neely. All speech communication majors and minors must compete in the Neely Contest as a final recital presentation.

The FSC Chapter of Delta Sigma Rho-Tau Kappa Alpha, the national forensics honorary, recognizes outstanding students through membership in the local chapter.

Theatre

Fairmont State College traditionally offers an active theatre program for performer, technician, and theatre goer.

The Masquers, since 1923 the student theatrical production organization, present a season of plays, varied in style and period, usually in Wallman Hall during the fall and spring semesters. The plays are directed, designed and supervised by the Speech Communication and Theatre faculty. Acting roles and positions on the production crews are open to the student body on a voluntary or course credit basis. Performances are open to the public. Membership in Masquers is open to the student body and is earned through participation with the college theatrical productions.

Since 1960 the Masquers' Town and Gown Players have presented a season of plays during the summer months. Students enrolled in summer Theatre courses work along with the members of the Resident Company (selected experienced students receiving a grant for full-time acting and technical work) and members of the community to bring a season of light summer theatre fare (comedies, musicals, children's plays) to Northern West Virginia theatre goers and to provide a cultural, recreational, and educational outlet for all participants. The plays are directed, designed, and supervised by the professionally trained members of the Speech Communications and Theatre faculty and/or guest artists. Acting roles and positions on production crews are open to the public as well as to the students, faculty, and staff at Fairmont State College on a volunteer or credit basis.

The Masquers, Jr., periodically present a play for a children's audience. It is produced in conjunction with Theatre 352, Children's Theatre Practicum, but participation through acting roles and production crews is often open to the student body.

The Studio Theatre presents student-directed and faculty-directed presentations in a studio/experimental setting in Room 314 Wallman Hall. Acting roles and positions on production crews are open to the student body.

The Masquers Reader's Theatre provides theatre presentations open to the public. Also, an active program in intercollegiate oral interpretation is offered to all students.

Intramural Sports

A regular program of intramural sports is sponsored for the benefit of all students. Various activities are organized for competitive play among groups and organizations. At certain times the pool is open for intramural and recreational swimming. Such facilities as the conditioning room are open for individual and group participation under the supervision of staff members who direct the overall program. Individual participation with selected equipment is offered for those interested and concerned with personal development.

The intramural program includes the following activities: flag football, tennis, volleyball, basketball, bowling, golf, softball, horseshoes, badminton, swimming, foul shooting, backgammon, billiards, racquetball, shuffleboard, spades, sweet 16, and table tennis.

Intercollegiate Sports

Fairmont State College sponsors an intercollegiate athletic program for men in football, basketball, baseball, cross-country, golf, tennis and swimming. The intercollegiate athletic program for women includes tennis, golf, basketball, volleyball, swimming, softball, and cross-country. Cheerleading is offered for both men and women. There are fine indoor and outdoor facilities and equipment for physical education and recreation. All students are free to participate in any one or more of the intercollegiate sports and in all recreational activities.

Athletic Policy

The program of intercollegiate sports at Fairmont State College is supervised by a Director of Athletics, who is assisted in the planning of the program by an athletic committee of the faculty.

The general objectives of the intercollegiate sports program at Fairmont State College are to teach young men and women the values of sportsmanship, good physical conditioning, and the dis-

ciplinary and social values of organized team play. Specific values include the training afforded prospective coaches and physical education instructors through participation and the possible acquisition, to some extent, of experiences and skills which may furnish recreational outlets following graduation.

In pursuance of the policies recommended by the North Central Association, the following minimum standards governing intercollegiate athletics are maintained:

- The ultimate responsibility for the conduct of the athletic program rests with the President.
- Students participating in athletics are admitted by the Director of Admissions on the same basis as other students. Athletes are required to maintain the same academic standards as non-athletes.
- The award of scholarships, student loans, and student employment to athletes are made through the same agency of the College and on the same basis as grants of aid to all other students. All employed students are required to give full and honest work for pay received.
- All athletic funds are handled by the Business Office of the College. An audit of the receipts and disbursements of these funds is made annually by the Legislative auditors.
- An effort is made to compete only with colleges having similar educational and athletic policies.
- Fairmont State College is a member of the West Virginia Intercollegiate Athletic Conference and the National Collegiate Athletic Association (NCAA). Athletic participation is regulated and controlled by the eligibility rules of the Conference. Copies of these rules are on file in the Office of the Director of Athletics.

Alumni

The Alumni Association of Fairmont State College is the official organization of all graduates and former students of the "old" Fairmont State Normal School, Fairmont State Teachers College, and Fairmont State College.

The history of the Alumni Association dates back almost to the founding of the institution. A meeting was held on Commencement Day, June 27, 1873, at which time the twenty-nine graduates formed the Association.

Events of special interest to alumni include the Annual Homecoming celebration during the fall semester. Festivities begin on Thursday evening and continue through Saturday and include a parade, banquet, and business session. The class of 50 years ago returns to the campus for a day's visit and dinner as guests of the Alumni Association and the College. This group of alumni who graduated 50 years ago automatically become members of the Emeritus Club. The unit was formed in 1963. In addition, the Alumni Association funds one scholarship each year—to a son or daughter of FSC alumni. The scholarship, worth $500, is awarded by the Financial Aid Office based on criteria set by the Alumni Association. Another $1,000 award is given annually to an education major in honor of former president Wendell Hardway.

Information concerning the Alumni Association may be obtained by writing to the Alumni Office, Fairmont State College, Fairmont, West Virginia 26554.

Academic Information

The five baccalaureate degrees granted by Fairmont State College are Bachelor of Science, Bachelor of Science in Engineering Technology, Bachelor of Arts, Bachelor of Arts in Education, and Regents Bachelor of Arts. For each of these five degrees a minimum of 128 semester hours of credit is required.

Degree Programs: Bachelor of Arts, Bachelor of Science, Bachelor of Science in Engineering Technology, Regents Bachelor of Arts

		Minimum Semester Hours Required	
	Degree	Major	Minor
Allied Health Administration	B.S.	128	
Architecture Engineering Technology	B.S.E.T.	128	
Art			24
Aviation Technology	B.S.	128-137	
Airway Science		133	
Aviation Maintenance Management		137	
Avionics Maintenance Management		128	
Avionics			20
Aviation Administration		128	21
Flight		128	18
Biology	B.S.	67	25-28
Business Administration	B.S.	128	
Accounting		81	18
Economics		75	18
Finance		72	18
General		69	21
Information Systems		83	18-24
Management		72	
Marketing		69	
Office Administration		81	24
Sport Management		106-107	
Clerical			27
International Business			18
Retail Management			18
Chemistry	B.S.	65	22
Child Care			22
Civil Engineering Technology	B.S.E.T.	129	
Environmental		133	
Computer Forensics			18
Computer Science	B.S.	50	19
Criminal Justice	B.S.	60	18
Law Enforcement			60
Corrections			60
Education			18
Electronics Engineering Technology	B.S.E.T.	130	19
English	B.A.	42	21
English (Business and Technical Writing)			18
Forensics	B.S.	128-131	
Forensic Psychology		79	
Forensic Science		73-76	
Family and Consumer Sciences	B.S.	128-129	21
Child Development		128	
Fashion Merchandising		129	
Family and Consumer Specialist		128	
Interior Design		128	
Hospitality and Restaurant Management		128	
Fashion Design			21
Folklore Studies			19
Food Service Management			22
French	B.A.	30	24
Geography			18
Graphics Technology	B.S.	128	21
Electronic Publishing/Imaging		128	
Printing Management		128	
Graphics/Fine Arts	B.S.	79	
Health Science	B.S.	53	19

	Degree	Major	Minor
History	B.A./B.S.	60	21
Intelligence Research and Analysis			21
Interdisciplinary Studies	B.A.-B.S.	48	
International Studies			21
Interior Design			20
Journalism			18
Journalism (Technical Writing)			18
Library Science			24
Manufacturing Engineering Technology	B.S.E.T.	135	
Mathematics	B.S.	47-49	24
Mechanical Engineering Technology	B.S.E.T.	132	
Music			26
Nursing	B.S.N.	128	
Nursing		A.S.	69
Philosophy			15
Physical Education	B.S.	43	20
Physics-Physical Science			30
Political Science	B.A.	36	18
Public Administration			21
Psychology	B.S.	40	18
Recreation Leadership			25
Regents B.A. Degree	B.A.	128	
Safety/Environmental Engineering Technology	B.S.E.T.	128-131	21-22
Sociology	B.S.	30	18
Human Services		72	
Spanish	B.A.	36	24
Speech Communication	B.A.	39	25
Technology			23
Theatre	B.A.	35	25
Women's Studies			18

Bachelor of Arts in Education

Early/Middle Education Elementary K-6	48
Mentally Impaired K-12	21
Specific Learning Disabilities K-12	21
Multi-Categorical K-12	28
Middle Adolescent Education	
Subject Specialization 5-9	
Mathematics (through Algebra I)	22
Single Teaching Fields 5-12, 9-12	
Art	44
Biology (9-12)	48
Chemistry (9-12)	38
English	48
French	33
General Science	38
Health	32
Oral Communications (Speech Communication and Theatre)	36
Physics (9-12)	43
Spanish	36
Technology Education	32
Comprehensive Teaching Fields 5-12	
Business Education (9-12)	60
Family and Consumer Sciences	52
Mathematics	36
Technology Education	59
Social Studies	60
Early Middle and Adolescent Education	
Subject Specialization K-12	
Art	61
Computer Science	24
Music	68
Physical Education	43
School-Library Media	24

Grading System

The following system of grading is used within the institution:

A — Superior, given only to students for exceptional performance.

B — Good, given for performance distinctly above the average in quality.

C — Average, given for performance of average quality.

D — Lowest passing grade for performance of poor quality.

F — Failure. Course must be repeated if credit is to be received.

FIW — Failure because of irregular withdrawal.

I — A temporary mark, given only when students have completed most of the course, but are unable to conclude it because of illness or some other unavoidable circumstance. Beginning with courses taken during the first semester, 1975-76, the letter grade "I" will be omitted from the calculation of the grade point average for a period of one year following the issuance of the "I." Along with any grade report containing the grade "I" and for each letter "I," the instructor must submit a brief description of the "part of the course" not completed by the students. This statement, to be reviewed by the appropriate school chairperson and filed in that office, is to be written on a three-part form which is also used by the instructor to report the grade for replacing the "I" during the year following the issuance of the "I." At the end of the one-year period, the instructor must submit a final grade. If no change is made by the instructor, the grade "I" will be changed to "F."

W — Withdrew.

CR — Credit. Does not affect quality points.

NC — No Credit. Does not affect quality points.

P — Pass, Successful completion of the student teaching experience.

Quality Points

The quality of a student's work is indicated by quality points.

Candidates for graduation must have at least twice as many quality points as semester hours attempted; that is, a point-average of 2.00 on all college work and on all work completed at Fairmont State College. Quality points for grades A, B, C, D, are computed as follows:

A—Four (4) quality points for each semester hour of credit.

B—Three (3) quality points for each semester hour of credit.

C—Two (2) quality points for each semester hour of credit.

D—One (1) quality point for each semester hour of credit.

Students' grade averages are determined by dividing the number of quality points by the number of credit hours scheduled. No quality points are attached to grades F and FIW, but the credit hours for the courses in which these grades are received will be used in computing grade averages.

In order to be graduated, candidates for degrees must have maintained a grade point average of 2.00 or better in all college courses and in all credit earned at FSC. An average of 2.00 must also be maintained in the major and minor fields of study. **If students are in teacher education, they must attain a grade point average of 2.50 overall, in each teaching field and in professional education.**

All variations from prescribed programs must be approved by the school chairperson in the major/minor field before students can qualify for graduation.

It is the students' responsibility to keep informed of their quality point standing. This information can be obtained at any time from the Registrar.

Grades earned in other institutions shall not be used to make up a deficiency of quality points in this institution.

Example for Computing Grade-Point Average

Courses Taken	Final Grade	Quality Points	X	Sem. Hours	=	Quality Points (Total)
English 104	A	4		3		12
Biol 101	D	1		4		4
Hist. 111	B	3		3		9
Soc. 110	C	2		3		6
Pol. Sci. 103	B	3		3		9
Math 101	W	-		-		-
				16		40

40 Quality Points
16 Semester Hours =2.5 Grade-Point Average

Credit-No Credit Option

Any student who has completed 58 or more semester hours of credit may elect one course per semester on a credit-no credit basis, such courses to be considered as part of the regularly scheduled load. A maximum of 15 semester hours may be completed under this option.

Courses selected must not be included in the general studies requirements, must not be in the student's major or minor or related courses for nonteachers, must not be in 5-12, 9-12, K-12, 5-8, K-8, the multi-subject field, and professional education for teacher education students.

Credit-no credit earned under this option will be recorded but will not be reflected in the quality point index. Credit courses will count toward graduation.

Selection of a course for credit-no credit must be made at registration with the approval of the student's academic adviser and may not be changed after the close of the registration period.

Classification of Students

Students who have completed the high school or a secondary course and not more than 25 hours of work are classified as freshmen.

Students who have completed 26 hours but not more than 57 hours of college work are classified as sophomores.

Students who have completed 58 hours but not more than 89 hours of college work are classified as juniors.

Students who have completed 90 hours or more of college work are classified as seniors.

Numbering of Courses

Courses for freshmen (100 series) and sophomores (200 series) constitute the lower level of curriculum. Courses numbered 300-499 are primarily for juniors and seniors. All General Studies Requirements consist of lower level courses which should be completed as far as possible by the end of the sophomore year.

It is strongly advisable to take at least eight hours of General Studies Requirements each semester until they are completed.

Academic Procedures

Semester Load: Students must petition the chairperson of the school in which they major for permission to carry more than 18 semester hours. The maximum number permitted is 25 semester hours. To be eligible for permission, students must have an overall B average or a B average for the preceding semester. Exceptions may be made if students are in the last semester before graduation or before the initial performance practicum.

Declaring a Major: All undeclared students must select a major field of study by the beginning of their junior year. (Stu-

dents who have completed 58 hours but not more than 89 hours of college work are classified as juniors.)

Late Registration Fees: See schedule of fees in the College Catalog for late registration. Late registrants often fail to obtain satisfactory schedules, for the policy of the College is to give priority to students who register on the regular registration dates.

Schedule Changes: Students may not add new classes to their schedules after registration has ended. However, there is a period, normally three days, when students may drop and/or add classes.

Withdrawal from College: Students must apply at the Registrar's office to withdraw from college. Forms completed with the proper signatures and returned to the Registrar's office will constitute an official withdrawal. On the final grade report to the Registrar, instructors will record a "W" for students who withdraw up to one week prior to the last regularly scheduled class meeting. Students who fail to follow this procedure will have "FIW's" recorded.

Withdrawal from Class: Students may drop one or more classes with "W" being recorded up to one week prior to the last regularly scheduled class meeting. No withdrawals are permitted from individual classes during the week prior to final week.

Repeating a Course: Prior to the receipt of a baccalaureate degree, students may repeat a course in which they earned a grade of D or F if the course was taken no later than the semester or summer term during which they attempted the sixtieth semester hour. The original grade will not be deleted from the student's record; however, the original grade will be disregarded and the grade earned on the first repeat will be used in determining grade point average. Grades for courses repeated more than once or repeats of courses attempted in semesters or summer terms following the one in which the sixtieth hour was attempted will be used in determining grade point average. Students may not repeat a course in which they earned a C or better. Students who began college study prior to 1968 and transfer students should contact the Office of the Registrar to ensure coverage of this regulation.

Minimum Residence Requirements for Graduation: For a four-year degree, at least one year's work in residence is required, and one semester of it must be in the senior year. A "year of residence" must represent not less than 32 hours credit, and a semester is defined as a minimum of 16 hours credit. Exception is made in the case of students who have completed three years of required work at Fairmont State College and who decide to complete the senior year by substituting approved credit earned subsequently in a college of medicine or dentistry.

For an associate degree at least one semester's work (at least 16 credit hours) and at least 8 of the last 16 hours in residence are required. For the certificate degree at least eight semester hours work in residence is required.

Application for Graduation: Candidates for graduation must officially apply for a degree in the Office of the Registrar. This should be done one semester in advance and as early in the semester as possible but not later than 45 days prior to the planned graduation date.

Transient Credit: Regularly enrolled students who complete work at another accredited institution on a transient basis must secure written permission of the Registrar before attempting such course work. Transient credit completed without permission will not be accepted.

Attendance and Absences

Students are responsible for familiarizing themselves with the College absence policies which are to be found in the Student Handbook.

Academic Advising System

Students are assigned academic advisors when they first enroll at the College. If students desire to change their major fields of study, they should contact the Academic Advising Center for reassignment. Students who are not ready to select a major upon entrance will be assigned to the Academic Advising Center. Students should discuss problems relating to degree requirements, preregistration, registration, and withdrawals from class or college with their advisors. (See also Academic Advising Center)

Academic Advising Center

The Academic Advising Center offers direct advising services to those students who have not selected a degree program (Undeclared Majors), to prospective students, and to part-time/special students. The advising is provided by faculty advisors who are specifically trained to meet the special needs of these students.

The Center is located on the third floor of the Hardway Building and is open between 8:00 and 4:00 p.m., Monday through Friday. The Center also offers evening appointments as an additional convenience for students.

The purpose of the Academic Advising Center is to provide the undecided student with comprehensive advising as well as interpersonal professional support. A concerted effort is made to address the various academic problems and concerns which may impede the student's successful completion of the required general studies curriculum and selection of an academic program.

Undeclared Majors will be assigned to the Academic Advising Center upon entrance to the College. Faculty members may refer any student with academic concerns directly to the Center for academic guidance.

Services:

- Formalized advisor/advisee conferences scheduled throughout the semester.
- Academic assistance and guidance on a drop-in basis for students with immediate concerns or questions.
- Processing of change/declaration of major.
- Summer advising/registration of all new students, transfers, and readmitted students.
- Workshops sponsored by the Center relevant to maximizing academic success.
- Direct information and referral assistance to campus and community services.

Grade Reports

The grades of all students are reported by each faculty member to the Registrar at the middle and end of the semester. Faculty advisors are provided complete grade reports at each reporting period. Students receive grade reports at mid-semester and at the end of the semester. Midterm grade reports are not made during summer school. Final grades are mailed to the student's permanent address on file in the Registrar's Office

Honors Program

Fairmont State College's Honors Program identifies, encourages, and instructs highly motivated, academically superior students. Working within an alternative curriculum, these students enroll in honors general education classes, advanced seminars, and an interdisciplinary colloquium. During their junior and senior years, honors students engage in activities, such as independent scholarship, research assignments, internships, and creative projects. The Honors Program encourages students to work closely with other honors students and the honors faculty to explore ideas from various perspectives. Beyond the curriculum, honors students

participate in the Honors Association which provides students with opportunities for field trips, lectures, and cultural events.

Probation-Suspension Policies

(Revised May 8, 2001)

Warning Letters

All students whose cumulative average falls below 2.0 and who are neither on probation nor suspended will receive a warning letter indicating unsatisfactory academic progress. The letter will include probation and suspension policies, an explanation of the method of computing the semester grade point average, and a recommendation that the advisor be contacted.

Academic Probation

1. Students whose cumulative records indicate a quality point deficit of ten or more will be placed on probation. Students on probation may take a full course load.
2. Students who are not suspended will be removed from probation only after they remove the quality point deficiency and achieve an overall grade point average of 2.0 or better.

Academic Suspension

1. The suspension list will be compiled at the conclusion of the spring semester.
2. Students will be suspended if they have accumulated a quality point deficit of 20 or more and a semester grade point average below 2.0.
3. Students must be placed on probation for one semester before they are subject to suspension.
4. For a first suspension, a student may not take classes for one semester. For a second suspension, a student may not take classes for one full year. For a third and any subsequent suspensions, a student may not return to Fairmont State for five years. At that time the Academic Forgiveness policy can be invoked, as it currently applies to any student who voluntarily stays out of college for five years.
5. Readmitted students or transfer students admitted on probation may continue as long as they incur no additional quality point deficit.
6. Three academic suspensions from any institution(s) of higher education are final.

A student who is suspended may appeal the suspension decision to the Admissions and Credits Committee of this college. The written appeal must be forwarded to the Chairperson of the Admissions and Credits Committee before the beginning of the following term. The decision of the Admissions and Credits Committee may be appealed to the President. For additional information concerning this procedure, contact the Associate Provost or the Chairperson of the Admissions and Credits Committee.

Academic Forgiveness Policy

(Revised and approved May 8, 2001)

Only the students applying for readmission after the effective date of this policy will be eligible for forgiveness under this policy. This policy supersedes all previous Academic Forgiveness Policies at Fairmont State College.

Academic forgiveness is intended for the student who is returning to college with a grade point deficit and who has not been enrolled as a full-time student (12 or more credit hours) in any institution of higher learning during the five consecutive academic years immediately preceding the readmission semester. A student who does not normally qualify for readmission because of a low GPA may be admitted and placed on academic probation, unless he/she has been placed on academic suspension. When forgiveness is granted, grades of D, F and FIW earned prior to the five consecutive academic year period immediately preceding the beginning of the readmission semester are excluded from the computation of the grade point average, including those grades that appear as transferred grades on the official transcript. However, no failing grade will be removed from the permanent record. The academic forgiveness policy may be applied after a student has earned 12 credit hours that apply toward graduation with a minimum GPA of 2.0.

Academic forgiveness will be granted only once for any student. The Registrar will give consideration to a request for forgiveness when he receives a signed, written request from the student which certifies that the student has not been enrolled as a full-time student (12 or more credit hours) in any institution of higher learning during the five consecutive academic years immediately preceding the readmission semester. Should the student have attended any institution of higher education on a part-time basis during the specified five year period, he/she must have earned at least a 2.0 GPA in all course work attempted. The student's request for forgiveness must be submitted during the readmission semester, and it must identify the non-enrollment period. If all prerequisite conditions have been met, academic forgiveness will be granted at the time the current GPA is calculated officially by the Registrar upon completion of the readmission semester.

The academic forgiveness policy does not alter, change, or amend any other existing policies at Fairmont State College and is formulated to be consistent with Series 20 of the West Virginia Higher Education Policy Commission. A student who has incurred three academic suspensions from any institution of higher education is, therefore, on final academic suspension and does not qualify for forgiveness. A student may, however, appeal the final suspension to the Admissions and Credits Committee if he/she does so according to the procedure set forth in the"Academic Suspension" section of the Fairmont State College catalog. If the third suspension is repealed, the student may then apply for forgiveness by submitting a written request to the Registrar as stipulated previously. This policy pertains only to the calculation of the GPA required for graduation and does not pertain to GPA calculated for special academic recognition (such as graduating with honors) or to requirements for professional certification which may be within the province of licensure boards, external agencies, or the West Virginia Board of Education. The Regents Bachelor of Arts Program is governed by a different forgiveness policy.

The College is not bound by the decision of any other institution to disregard grades earned in college courses. Similarly, students should be aware that academic forgiveness extended by this College may not be recognized by other institutions to which they may transfer.

English Performance Evaluation

All students who are candidates for degrees must attain a grade of "C" or above in English 104 and 108 in order to prove their competence in the use of the English language. This is a requirement for graduation.

Dean's List

Students who register and receive letter grades for twelve or more hours (excluding credit or audit marks) and receive a grade point average of 3.4 or better are considered honor students and are named to the Dean's List.

Graduation With Honors

Candidates for graduation with a bachelor's degree who have achieved special distinction in academic work are graduated with

honors. Honors are determined by the cumulative quality point average of a student's work at graduation. Three grades of honors are recognized: cum laude for a point average of 3.4-3.69; magna cum laude for a point average of 3.70-3.84; and summa cum laude for a point average of 3.85 or better. Honor designations on diplomas are based upon the entire academic record. Honor designations on the Commencement program are based upon the academic record at the conclusion of the semester prior to Commencement. Candidates for graduation with an associate degree who maintain a grade point average 3.4 or better will receive the designation of "With Honors" on their diplomas and "Honors" on the Commencement program.

General Regulations

Students are responsible for familiarizing themselves with the Student Handbook concerning student rights and responsibilities and matters of academic dishonesty such as cheating and plagiarism.

Transcripts

Students at Fairmont State College are entitled to one official transcript of their record free; for each additional copy a fee of five dollars ($5.00) will be charged. Students who fail to meet their financial obligations to the College, or to any department of the College, will not be given transcripts.

An application for a transcript of credit should furnish the date of last attendance at Fairmont State College, social security number; a married woman should give both her maiden and married names. All requests for transcripts should be sent directly to the Registrar.

Study Abroad Programs

In keeping with a desire to provide more direct student enrichment programs in international education, Fairmont State College, working through the Office of International Education, provides Study Abroad opportunities to students enrolled in a formal degree or certificate program. Students may receive collegiate academic credit for study and experience occurring outside the United States by: 1) enrollment in a resident study abroad or travel-study program sponsored by Fairmont State College; 2) enrollment in a resident study abroad or travel-study program sponsored by FACDIS (The West Virginia Consortium for Faculty and Course Development in International Studies); 3) enrollment in a program directed by faculty members from other West Virginia institutions; 4) enrollment in a program sponsored by a US college or university or Consortium with FSC's approval; 5) enrollment in a foreign university as a special student; 6) enrollment in a US college or university abroad; 7) enrollment in a program sponsored by an organization other than a college or university with FSC's approval. Students will be required to obtain prior consent from the school or department before registering for study abroad programs.

Although such international experience is not required in all programs, study abroad is strongly recommended for students not only in the field of foreign languages but also in other fields as well (such as the humanities, social sciences, business, art, etc.) Resident study abroad programs or travel-study programs will be integrated with traditional academic courses offered at FSC and will become part of the regular institutional curriculum. Study abroad is an important component of a comprehensive studies program which can contribute to the development and growth of the individual student and prepare the student to function more effectively in a global world. Participants in such programs will enhance their preparation for further graduate or professional studies and employment while deriving countless other benefits.

U.S. Army Military Science Program

The Military Science Reserve Officer Training Corps (ROTC) program provides practical leadership and management training to students desiring to earn officer commissions along with their chosen degrees. The curriculum stresses techniques of organizing, motivating and leading others, including recognizing, comparing and evaluating courses of action.

Refer to the Special Academic Programs section of the catalog for detailed information about the Military Science program and to the Courses of Instruction section for course descriptions.

Degree Requirements

The Bachelor of Arts in Education requirements for teaching fields and specializations are also included in this section under the appropriate academic discipline.

Candidates for the Bachelor of Arts and Bachelor of Science degrees must complete the General Studies Requirements and a major and a minor. Students majoring in Biology, Business Administration, Chemistry, Engineering Technology, Forensics, and Nursing are not required to have a minor. The major and minor include all courses specified in this catalog as required and all other courses attempted in the disciplines designated as the major and minor.

The minimum credit required for graduation is 128 semester hours with an average of 2.0 quality points. In all cases the quality point average for a major or minor must be 2.0 or better with the exception of a Bachelor of Arts in Education degree, which requires at least a 2.75 in the teaching specialization(s) and overall averages.

General Studies Requirements may also meet major or minor requirements. No course, however, may be counted more than once in meeting the semester hours required for graduation. For example, general studies requirements in English will also satisfy requirements for a major or minor in English.

Twelve hours of one foreign language is a general requirement for the Bachelor of Arts Degree. Upon the presentation of two or more units of high school work in a foreign language currently taught at Fairmont State, students may have six hours of this requirement at the elementary level of the language waived, provided that they are competent to continue the study of the language in classes numbered 200 or above. It is recommended that students begin their requirement in foreign language no later than their sophomore year.

General Studies Requirements
Bachelor of Arts
Bachelor of Science
Bachelor of Science in Engineering Technology Degrees

The General Studies courses at Fairmont State College are intended to provide students with the intellectual skills and the breadth of knowledge which will enable them to thrive both as individuals and as citizens in a democracy and be better able to think clearly, choose wisely, and act responsibly. More specifically, the General Studies courses should accomplish these objectives:

1) Help students master the skills of analytical reading and listening, oral and written expression, quantitative reasoning, independent thinking, and the ability to find and use information effectively.

2) Help students comprehend, analyze and appreciate
   a. the world's arts and literature
   b. the historical and political experience of the world, with appropriate emphasis on that of Western Civilization and America
   c. the perspectives and methods of the social sciences, philosophy, and technology
   d. the basic scientific principles which are at work in the world and the procedures used to discover them
   e. the knowledge and skills whereby a healthy life may be lived.

The common theme among most of the General Studies courses is connections: connections between belief and action, past and present, other societies and our own, other people and ourselves as well as connections among various fields of knowledge. Insofar as possible, each General Studies course is global and pluralistic in perspective, promotes reflection on values, emphasizes major and enduring aspects of its subject, and reinforces students' intellectual integrity and their abilities to think, read and express themselves clearly, independently and creatively.

45-47 Hours for Bachelor of Science Degree
54-56 Hours for the Bachelor of Arts Degree

Communication Skills ..... 9 sem. hrs.

English	104	Written English I	3

Full-time students must take DS 107 or English 104 in their first semester and continue each semester until satisfactorily completed.

English	108	Written English II	3
Speech	100	Intro. to Speech Com	3

A grade of "C" or above in English 104 and 108 is required for graduation.

Literature: Select one course sequence ..... 6 sem. hrs.

English	220, 221	Literature of the Western World I, II	6
	230, 231	Introduction to Literature I, II	6

Fine Arts: Select one course ..... 2 sem. hrs.

Art	255	Art Appreciation	2
Music	205	Music Appreciation	2
Theatre	100	Theatre Appreciation	2

Social Sciences: Select four courses ..... 12 sem. hrs.

Economics	200	Economics	3
		or	
	201	Economic Principles	3
Geography	210	Introduction to Geography	3
History	107	U.S. History I	3
	108	U.S. History II	3
	211	World Civilizations I	3
	212	World Civilizations II	3
	213	World Civilizations III	3
Pol. Sci.	103	American Government	3
Psychology	101	Introduction to Psychology	3
Sociology	110	Introduction to Sociology	3

Math ..... 3 sem. hrs.

Math	107	Fundamental Concepts of Mathematics	3
		or one of the following math courses:	
		112, 115, 170, 190	
		Math 323 (Elementary Education Majors)	
		Math 102 (Technology Majors)	

Students with a math deficiency must enroll in the appropriate developmental math course within their first year and are strongly encouraged to enroll in their first college level math course in the semester immediately following their successful completion of DS 105, Elementary Algebra.

Natural Sciences: Select one sequence ..... 8-10 sem. hrs.

Biology	101/102	Principles of Biology	4
		Biology of Organisms	4
	105/106	Biological Principles I	4
		Biological Principles II	4
Chemistry			
	101/102	General Chemistry	4
		General Chemistry	4

	105/106	Chemical Principles	5
		Chemical Principles	5
Physics	101/102	Introduction to Physics	4
		Introduction to Physics	4
Physics	105/106	Principles of Physics	5
		Principles of Physics	5
Geology			
	101/102	Physical Geology	4
		Historical Geology	4
		or	
	101/103	Physical Geology	4
		Introduction to Environmental Geology	4
		or four of following courses:	
Phy. Sci.	101	Astronomy	2
	102	Chemistry	2
	103	Geology	2
	104	Physics	2
	105	History of Physical Science	2

Physical Education ..... **2 sem. hrs.**

P.E.	100	Fitness and Wellness	2

B.S. DEGREE: General Studies Electives ..... 3 sem. hrs.

These courses allow students further to develop artistic, communication and computation skills; the courses also bring into the General Studies curriculum a greater awareness of the international, interdependent, multi-ethnic and technological character of modern civilization.

Select one course from the following:

Biology	201	Global Ecology	3
CS	100	Concepts of Computing	3
English	109	Technical Report Writing	3
	332	Narrative & Descriptive Writing	3
	333	Writing Non-Fiction	3
IS	100	Computer Concepts and Applications	3
INTD	100	Race, Class, and Gender	3
	280	Empowering Leadership	3
Math	113	Applied Statistics	4
OAD	251	Business Communications	3
Philosophy	200	Introduction to Philosophy	3
Physical Science			
	150	Scientific Problem Solving	3
Pol. Sci.	101	Introduction to Global Affairs	3
Sociology	111	Introduction to Anthropology	3
Technology	101	Introduction to Technology	3
Art	255	Art Appreciation (plus practicum)	3
Music	205	Music Appreciation (plus practicum)	3
Theatre	100	Theatre Appreciation (plus practicum)	3

(Students may take a second Fine Arts Appreciation course plus a one hour arts practicum course or three one hour practica in the same discipline.)

French			
	101 or 102	Elementary French I, II	3
Spanish			
	101 or 102	Elementary Spanish I, II	3
		(or other available languages)	

B.A. DEGREE: Foreign Language ..... **12 sem. hrs.**

French	101, 102	Elementary French I, II	6
	201, 202	Intermediate French I, II	6
		or	
Spanish	101, 102	Elementary Spanish I, II	6
	201, 202	Intermediate Spanish I, II	6

(another foreign language may be substituted with permission)

Business and Economics
(Business Administration, Information Systems, Office Administration/Business Education)

The School of Business and Economics offers a B.S. Degree in Business Administration with concentrations in Accounting, Economics, Finance, General Business, Information Systems, Management, Marketing, Office Administration, and Sport Management. Students may also obtain a B.A. in Education degree in Business Education-Comprehensive. The School also offers an Associate Degree in Business Administration with specializations in Accounting, Banking, Finance, General Business, and Marketing; and A.A.S. degrees in Information Systems and Administrative Support. Course requirements for the associate and certificate programs are found under the Community and Technical College section of the Catalog.

Business Administration majors are not required to select a minor field of study but are strongly encouraged to do so. A **major and a minor in the same academic field is not permitted.** Combinations with regard to major and minor are restricted. Students must consult the Catalog or an advisor when selecting a minor. Duplicate credit may be earned for courses that are specifically required in both the major and minor with the exception of Economics 201. Economics 202 cannot be used for general studies credit. Economics 200 cannot be substituted for Economics 201 in meeting the School's major or minor requirements.

Courses offered by the School of Business and Economics may be found under the headings of Accounting, Business, Business Education, Economics, Finance, Information Systems, Management, Marketing, and Office Administration. **All courses may not be offered each semester; therefore, students are urged to consult with their advisor in course scheduling.** Course rotation schedules are available in the School office as well as the Business and Economics website.

Business Administration

Business and Economics Common Core ..... 51 sem. hrs.

Accounting			
	201, 202	Principles of Accounting I, II	6
	*410	Case Studies in Accounting	3
Business	102	Introduction to Business	3
	306, 307	Business Law I, II	6
	310	Statistics	3
	320	International Business	3
	415	Strategic Management and Policy	3
Economics	201	Economic Principles and Problems I	3
	202	Economic Principles and Problems II	3
Finance	201	Introduction to Financial Management	3
IS	100	Computer Concepts and Applications	3
	235	Microcomputer Applications in Business	3
Management			
	209	Principles of Management	3
Marketing	204	Principles of Marketing	3
Math	**112	College Algebra (or higher Math)	3
OAD	251	Business Communication	3

*Capstone course required of accounting majors only in lieu of BUS 415.

**Students planning to enter a graduate program in business are strongly encouraged to take Math 190-Calculus I in lieu of Math 112.

Accounting

The accounting curriculum has been designed to offer an integrated education experience in the subdisciplines of financial accounting, managerial accounting, taxation, information systems, and auditing.

The B.S. major provides students with traditional technical accounting skills, as well as expanded skills in analytical reasoning, problem solving, computers, and oral and written communication. Students are prepared to succeed in careers with public accounting firms, corporations, and non-profit organizations.

Accounting Major ..... 81 sem. hrs.

Business and Economics Common Core ..... 51 sem. hrs.
Required Accounting Courses ..... 30 sem. hrs.

Accounting			
	301	Intermediate Accounting I	3
	302	Intermediate Accounting II	3
	325	Intermediate Accounting III	3
	330	Advanced Accounting I	3
	331	Advanced Accounting II	3
	350	Accounting Information Systems	3
	404	Cost Accounting	3
	405	Auditing	3
	406	Federal Income Tax Accounting: Individual	3
	407	Federal Income Tax Accounting: Partnership and Corporation	3

Individuals filing an initial application to sit for the CPA Examination in West Virginia must have completed a total of 150 semester hours of post secondary education and received a baccalaureate or higher degree from a college recognized by the WV State Board of Accountancy. The total education program shall include an accounting concentration and business courses defined by the WVSBOA. The 150 credit hour program is available through the School of Business and Economics. Students wishing to sit for the CPA exam should meet with their advisor early in the their program to structure course work in compliance with the WVSBOA requirements.

Accounting Minor ..... 18 sem. hrs.
(Select from the following courses)

Accounting			
	201, 202	Principles of Accounting I, II	6
	301, 302	Intermediate Accounting	6
	330, 331	Advanced Accounting I, II	3
	350	Accounting Information Systems	3
	404	Cost Accounting	3
	405	Auditing	3
	406, 407	Federal Income Tax Accounting	6

Economics

Economics analyzes business decisions, social problems, public policy issues, and consumer activity. Knowledge of economics helps one to understand people's actions and interactions as they make choices, based on comparing costs and benefits, from the opportunities available to them. Corporate CEO's, public office-

holders, journalists, retirees, and shoppers use economic insights for daily decisions as well as comprehension of the news headlines.

An understanding of economic theory and principles and how they can be applied to explain economic phenomena prepares one for careers in business, government, education, public issues research, journalism, entrepreneurship, and law.

Economics Major ..... 75 sem. hrs.

Business and Economics Common Core ..... **51 sem. hrs.**
Required Courses ..... **24 sem. hrs.**

Economics	301	Intermediate Econ. Analysis Microeconomics 3
	302	Intermediate Econ. Analysis: Macroeconomics 3

An additional 18 semester hours must be selected from the following:

Economics	303	Money, Credit and Banking 3
	305	Economics of Labor 3
	308	International Economics 3
	401	Managerial Economics 3
	406	Guided Economic Study 1-3
Finance	307	Personal Finance 3
	350	Investments 3
Math	115	Trigonometry and Elementary Functions ... 3
	190	Calculus I 4
Management		
	409	Quantitative Management 3

Economics Minor ..... 18 sem. hrs.

Select from the following courses

Economics		
	201, 202	Economic Principles and Problems I, II 6
	301	Intermediate Econ. Analysis: Microeconomics 3
	302	Intermediate Econ. Analysis: Macroeconomics 3
	303	Money, Credit and Banking 3
	305	Economics of Labor 3
	308	International Economics 3
	401	Managerial Economics 3
	406	Guided Economic Study 1-3
Math	115	Trigonometry and Elementary Functions ... 3
	190	Calculus I 4

Finance

The Finance curriculum is designed to prepare students for a career path in the financial services industries as well as for careers in corporate finance functions. Students are exposed to the concepts of financial analysis and financial decision making and their application.

Finance Major ..... 72 sem. hrs.

Business and Economics Common Core ..... **51 sem. hrs.**
Required Courses ..... **21 sem. hrs.**

Required Finance Course ..... **3 sem. hrs.**

Finance	410	Managerial Finance 3

Select an additional 18 credit hours from the following courses:

Accounting	215	Managerial Accounting 3
Business	340	Advanced Business Law for Managers 3
Economics	303	Money, Credit, and Banking 3
	401	Managerial Economics 3
Finance	180	Principles of Banking 3
	260	Principles of Real Estate 3
	270	Principles of Insurance 3
	284	Bank Management 3
	385	Analyzing Financial Statements 3
	387	Bank Simulation 3
	392	Trusts and Estate Planning 3
	294	Commercial Lending 3
	307	Personal Finance 3
	350	Investments 3
	412	PC Applications for Managerial Finance 3
IS	200	Fundamentals of Info. Systems 3
	220	Spreadsheet Design 3

Finance Minor* ..... 18 sem. hrs.

Finance	410	Managerial Finance 3

Select 15 semester hours from the following:

Finance	180	Principles of Banking 3
	201	Introduction to Financial Management 3
	260	Principles of Real Estate 3
	270	Principles of Insurance 3
	384	Bank Management 3
	385	Analyzing Financial Statements 3
	287	Bank Simulation 3
	392	Trusts and Estate Planning 3
	294	Commercial Lending 3
	307	Personal Finance 3
	350	Investments 3
	412	PC Applications for Managerial Finance 3

*A non-business major must also complete Finance 201, Introduction to Financial Management, to meet the requirements for a Finance minor.

General Business

The General Business major program of study is designed to give students a fundamental understanding of the substance and context of business in a world that is continually changing. Students are exposed to a diversified background in the various disciplines necessary for achieving success in the business arena. This major is flexible so that students may tailor their programs to particular interests. Students may select either the Entrepreneurial Studies emphasis or the General emphasis. Graduates in Entrepreneurial Studies are prepared to begin their own businesses while the General emphasis is designed to give students a fundamental understanding of the substance and context of business in a highly competitive and dynamic environment. Graduates secure positions in insurance companies, banks, retail businesses, personnel and human resource departments, government services, and/or manage their own businesses.

General Business Major ..... 69 sem. hrs.

Business and Economics Common Core ..... **51 sem. hrs.**
General Emphasis Required Courses ..... **18 sem. hrs.**

The General emphasis is designed to give students a fundamental understanding of the substance and context of business in a highly competitive and dynamic environment. This emphasis is flexible so that students may tailor their programs to their particular interests. With guidance from a faculty advisor and approval by the

Chair of Business and Economics, students will determine a program of 18 credit hours that will fulfill their needs and objectives.

Entrepreneurial Studies Required Courses ..... 18 sem. hrs.

The Entrepreneurial Studies emphasis is designed to meet the needs of students who are interested in starting their own business. Students will be given skills that will enable them to analyze the personal strengths and weaknesses relative to launching an entrepreneurial career, prepare a business plan, know how to go about obtaining financial capital for funding entrepreneurial ventures as well as providing an introduction to the legal problems of small business operations.

Accounting	215	Managerial Accounting	3
Business	205	Small Business Fundamentals	3
	300	Entrepreneurship	3
	315	Venture Finance	3
	340	Advanced Business Law for Managers	3
	405	Entrepreneurial Leadership	3
		or	
	410	Enterprise Development	3

General Business Minor ..... 21 sem. hrs.

(Not available to majors of any field within the School of Business and Economics)
Required Courses ..... 12 sem. hrs.

Accounting			
	201, 202	Principles of Accounting I, II	6
Business	306	Business Law I	3
Economics	201	Economic Principles and Problems I	3

Select an additional 9 semester hours from the following:

Business	307	Business Law II	3
Economics	202	Economic Principles and Problems II	3
	308	International Economics	3
Finance	201	Introduction to Financial Management	3
IS	100	Computer Concepts and Applications	3
Management			
	209	Principles of Management	3
Marketing	204	Principles of Marketing	3

Information Systems

Information Systems students study computer hardware and operating systems, network architecture and management, systems analysis and design, and database management techniques. Graduates are qualified for entry-level positions in information systems departments, network management, and database administration.

Information Systems Major ..... 83 sem. hrs.
Business and Economics Common Core ..... 51 sem. hrs.
Required Courses ..... 32 sem. hrs.

CS	102	Principles of Programming I	3
IS	200	Fundamentals of Information Systems	3
	205	Information Technology Hardware and Operating Systems	3
	339	Programming, Data, and File Structures	4
	250	Networks and Telecommunications	3
	310	Systems Analysis and Design	3
	340	Advanced Application Development	4
	350	Internship in Information Systems	3
	420	Database Design and Implementation	3
	430	Special Topics in Information Systems	3

Information Systems Minor ..... 18 - 20 sem. hrs.
Required Courses ..... 9 - 11 sem. hrs.

IS	*200	Fundamentals of Information Systems	3
	205	Microcomputer Hardware and Operating Systems	3
	*250	Networking Fundamentals	3

Select 9 hours from the following:

IS	339	Programming, Data, and File Structures	4
	340	Advanced Application Development	4
	251	Router Theory and Router Technologies	3
	252	Advanced Routing and Switching	3
	253	Project Based Learning	3
	310	System Analysis and Design	3
	373	Management/Human Resources Info. System.	3
	420	Database Design and Implementation	3
	430	Special Topics in Information Systems	3

*IS 100 is a prerequisite for this course. It may be taken as a general studies elective.

This minor is intended for any major except Information Systems.

Management

The management program of study offers students a choice of two areas of emphasis—Business Management or Human Resource Management.

The Business Management emphasis: Every organization needs a leader—a leader who is competent and able to make effective decisions concerning organizational resources, goals, and plans. The Business Management emphasis is designed to give students the necessary skills to design, operate, and control business systems and procedures. Course work is geared toward building student understanding of the social, legal, environmental, technological, organizational, and international context within which American businesses operate.

The Human Resources Management emphasis is designed to provide students with a comprehensive and practical foundation in the major areas needed to become a personnel generalist. The concept of work "smarter" not "harder" makes the need for optimum productivity in the workplace a necessity. Human Resource Management is a key function in all types of organizations. Professional positions in HRM are found in the areas of compensation and benefits, training, employee selection, information systems, and labor relations.

Management Major ..... 72 sem. hrs.
Business and Economics Common Core ..... 51 sem. hrs.
Required Courses 21 sem. hrs.

Business Management Emphasis

Business	205	Small Business Fundamentals	3
Management			
	308	Human Resource Management	3
	390	Organizational Behavior	3
	402	Organizational Change and Development	3
	405	Operations Management	
		or	
	409	Quantitative Management	3
Management Electives 300-400 level			6

Human Resources Emphasis

Business	319	Employment Law	3
Management			
	308	Human Resource Management	3
	390	Organizational Behavior	3
	402	Organizational Change and Development	3

Select 9 hours from the following:

Economics	305	Economics of Labor	3
INDS	280	Empowering Leadership	3
IS	373	Management/Human Resources Information Systems	3
Management	370	Compensation and Benefits	3
	371	Employer Relations	3
	372	Human Resources Selection and Evaluation	3

Marketing

The marketing degree program is designed to develop graduates who possess a strong foundation to explore many career choices by offering courses in marketing management, advertising, salesmanship, marketing research, consumer behavior, distribution and logistics management, and international marketing. The program also integrates the marketing training with other relevant disciplines (accounting, management, finance, economics) to assure that students have the combination of skills that meet the requirements for managing in today's marketing activities.

Marketing Major ..... 72 sem. hrs.
Business and Economics Core Curriculum ..... 51 sem. hrs.
Required Courses 18 sem. hrs.

Marketing	340	Marketing Research	3
	450	Marketing Management	3

Select 12 hours from the following:

Marketing	205	Salesmanship and Sales Management	3
	305	Distribution and Logistics Management	3
	320	Advertising and Sales Promotion	3
	310	Consumer Behavior	3
	330	International Marketing	3
	399	Special Topics in Marketing	3

The minor in Retail Management cannot be used to fulfill the minor requirement when the major is Marketing.

Office Administration

Office Administration is a professional field of study that provides trained personnel for a variety of employment opportunities. Students are trained in desktop publishing, computer application, and information processing.

Office Administration Major ..... 81 sem. hrs.
Business and Economics Common Core ..... 51 sem. hrs.
Required Courses 30 sem. hrs.

IS	220	Spreadsheet Design	3
Management	214	Office Management	3
	390	Organizational Behavior	3
OAD	230	Introduction to Word Processing	3
	232	Word Processing Applications	3
	233	Records Mgmt. & Database App.	3
	240	Administrative Office Procedures	3
	241	Workplace Productivity	3
	242	Professional Internship and Portfolio Development	3
	250	Desktop Publishing	3

Office Administration Minor ..... 24 sem. hrs.

Accounting	201	Principles of Accounting	3
IS	100	Computer Concepts and Applications	3
Management	214	Office Management	3
OAD	230	Introduction to Word Processing	3
	233	Records Management and Database Applications	3
	240	Administrative Office Procedures	3
	250	Desktop Publishing	3
	251	Business Communication	3

Sport Management

The curriculum of the Sport Management program of study incorporates not only the principles of marketing and management but also the knowledge of all sporting activities. The curriculum focuses on the business of sports and produces graduates who understand sound business principles.

Sport Management Major ..... 106-107 sem. hrs.
Business and Economics Common Core ..... 51 sem. hrs.
Required Courses ..... 41 sem. hrs.

Biology	101	Principles of Biology	4
	102	Biology Organisms	4
Business	420	Business and Society	3
FSM	110	Nutrition	3
PE	100	Fitness and Wellness	2
	211	Anatomy and Physiology	4
	212	Physiology of Exercise	3
	318	Sport Social Psychology	2
	320	Lifespan Motor Development	3
	399	Sport Management Internship	3
	357	Medical-Legal Aspects of Sport Coaching	2
Psychology	101	Introduction to Psychology	3
Safety	200	Accident Analysis and Emergency Care	2
Sociology	110	Introduction to Sociology	3

Select from the following courses: ..... 14-15 sem. hrs.

Business	205	Small Business Fundamentals	3
English	109	Technical Report Writing	3
		or	
Journalism	240	Reporting I	3
Management	308	Human Resource Management	3
Marketing	205	Salesmanship and Sales Management	3
	305	Distribution and Logistics	3
	320	Advertising and Sales Promotion	3
	340	Marketing Research	3
Speech	171	Introduction to Broadcasting	2
	337	Persuasive Communication	2
		or	
	361	Speaking for Business and Professionals	3

Additional Minors

International Business Minor for B.A. and B.S. Degrees
18 sem. hrs.
Required Courses ..... 12 sem. hrs.

Business	320	International Business	3
Economics	308	International Economics	3
Marketing	330	International Marketing	3
Management	325	International Management	3
Electives		..... **6 sem. hrs.**	

Select six credit hours in a single foreign language or six hours from the elective list below.

French	101	Elementary French	3
	102	Elementary French	3
		or	
Spanish	101	Elementary Spanish	3
	102	Elementary Spanish	3
		or	
		other foreign language	
		or	
Elective List:			
Biology	201	Global Ecology	3
English	382	The World Novel	3
French	314	French Civilization and Culture	3
Geography	305	Economic Geography	3
	340	Geography of Europe	3
	350	Geography of Latin America	3
	360	Geography of Africa	3
	370	Geography of Asia	3
History	312	Diplomatic History of the U.S.	3
	341	Recent Europe	3
	352	History of Latin America	3
	355	History of Africa	3
	424	History of Asia I	3
	453	Russia	3
Philosophy	350	Comparative Religions	3
Poli.Sci.	321	U.S. Foreign Policy	3
	350	International Law and Organization	3
	393	Future Global Crisis	3
	406	International Problems	3
Spanish	310	Spanish Civilization and Culture	3
	320	Latin American Civilization and Culture	3

Public Administration Minor for B.A. and B.S. Degrees ..... 21 sem. hrs.

Finance	201	Introduction to Finance	3
Pol. Sci.	204	Introduction to Public Administration	3
Management			
	209	Principles of Management	3
	308	Human Resource Management	3
Sociology	360	Methods of Social Research	3

In addition select 6 hours from the following:

Business Management	310	Statistics	3
	390	Organizational Behavior	3
	409	Quantitative Management	3
Marketing	340	Marketing Research	3
Pol. Sci.	205	State and Local Government	3

Retail Management Minor for B.A. and B.S. Degrees ..... 18 sem. hrs.

Business Management	205	Small Business Fundamentals	3
	308	Human Resource Management	3
Marketing	204	Principles of Marketing	3
	205	Salesmanship and Sales Management	3
	305	Distribution and Logistics Management	3
	320	Advertising and Sales Promotion	3

Clerical Minor B.A. and B.S. Degrees ..... 27 sem. hrs.
(Not open to Office Administration majors.)

Business	102	Introduction to Business	3
	141	Business Mathematics	3
OAD	102	Intermediate Typewriting/Keyboarding	3
	230	Introduction to Word Processing	3
	233	Records Management and Database Applications	3
	240	Administrative Office Procedures	3
	*242	Professional Internship and Portfolio Development	3
	251	Business Communication	3

*Specialized courses in office administration and/or directed office experience may be substituted.

Business Education
Teaching Fields in Business Education
Business Education Comprehensive

Business Education is a professional field for people interested in teaching in a school system, grades 9-12; junior or community college; or a vocational-technical center. Training is provided through a student teaching experience in the public school system. Graduates of this program also have the option of working in the business world.

Business Education Comprehensive, grades 9-12 ..... 60 sem. hrs.

Accounting			
	*201, *202	Principles of Accounting I, II	6
Business	*102	Introduction to Business	3
	*141	Business Mathematics	3
	306	Business Law I	3
Bus. Ed.	*431	Methods and Materials in Teaching Business Education	3
Economics			
	*201, *202	Economic Principles and Problems I, II	6
Finance	*307	Personal Finance	3
IS	*100	Computer Concepts and Applications	3
Management			
	214	Office Management	3
Marketing	204	Principles of Marketing	3
OAD	*200	Alphabetic Notetaking	3
	*230	Introduction to Word Processing	3
	*232	Word Processing Applications	3
	*233	Records Management and Database Applications	3
	*240	Administrative Office Procedures	3
	*242	Professional Internship and Portfolio Development	3
	*251	Business Communications	3

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.
Bus. Ed. 431 is taught the fall semester only.

Education/Health and Human Performance

(Early/Middle, Middle/Adolescent, Special Education, Health Science, Physical Education, Recreational Leadership, and Sports Coaching)

The education of teachers at Fairmont State College is designed to utilize the cooperative functions of the academic disciplines and the School of Education. The College believes that adequate preparation for teaching requires a rich and comprehensive experience in general education, a concentration in at least one academic specialization and certain attitudes, knowledge, skills and performances which characterize effective teaching.

The role of today's teacher requires persons skilled at making instructional and managerial decisions to meet the individual and group needs of a diverse population. Recent and continuing advances in technology applied to education force a number of instructional choices, and beginning teachers must be prepared to meet these challenges.

Fairmont State College's undergraduate teacher preparation program has adopted the Informed Decision Maker Model, with the aim of preparing teachers to make instructional decisions based upon a strong foundation of knowledge, skill, and professional attitudes. With greatly expanded knowledge bases, materials, and technology, teacher preparation programs must produce graduates able to make wise, informed choices from among a range of options in providing equitable access to education for our nation's children. In addition a Master of Arts in teaching degree is offered in collaboration with Marshall University.

Teaching Curricula

Fairmont State College recommends for professional licensure only those persons who have graduated and have satisfactorily completed a teacher education curriculum approved by the West Virginia Board of Education. The College offers curricula for early, middle and adolescent education leading to the degree of Bachelor of Arts in Education. Students who satisfactorily complete a teaching curriculum in a given area and achieve passing scores on the PPST, PLT, and appropriate specialty content exams will be recommended for a Professional Certificate, grades K-12, K-6, or 5-9, 5-12 or 9-12. Specializations which may be added include Mentally Impaired, Specific Learning Disabilities, Multi-Categorical K-12 and varied academic subject specializations. Students may choose, after consultation with their advisor, from the following programs:

Early/Middle Education

Students who are qualifying for teaching in an open or self-contained classroom grades K-6, shall complete the following:

I. General Studies (elementary)

II. Professional Education

III. The Elementary Education, K-6 Program*

Optional specializations which may be combined with Elementary education are:

1. Computer Science (NS)**
2. Multi-Categorical (K-12)
3. Mentally Impaired (K-12)
4. Specific Learning Disabilities (K-12)
5. School Library-Media (NS)**
6. Middle School Specialization (5-9)
   General Mathematics through Algebra I

Note: Student teaching is required in an approved open or self-contained classroom grades K-6 and in an approved classroom for each additional specialization. Some combinations may require more than twelve weeks of student teaching.

*For specific program requirements and additional specializations, see the section of the catalog for the academic School which offers the program, e.g., Art K-12, See School of Fine Arts.

** Grade level not specified

Middle/Adolescent Education

Students who are qualifying for teaching in grades 5 through 12 shall complete the following:

I. General Studies (secondary)

II. Professional Education

III. Specializations

a. One comprehensive specialization to teach in grades 5 through 12 or 9 through 12 the related subjects which comprise the comprehensive specialization.
   or
b. Two single subject specializations for grades 5 through 12.
   or
c. One single subject specialization for grades 5 through 12 or 9 through 12 and one specialization for grades 5 through 9.
   or
d. One single specialization for grades 5 through 12 or 9 through 12 and specialization in either Computer Science Education, Physical Education, School Library-Media, or Spanish, K-12.

Secondary and K-12 Education students select from the following teaching specializations:

1. **5-12 Comprehensive Specializations**
   (no other specialization required)

Business Education	Technology Education
Consumer and Homemaking Education	
Mathematics	Social Studies

2. **5-12 or 9-12 Single Specializations**
   (requires a second specialization for 5-12, 9-12, K-12, or 5-9)

Art	French
Biology (9-12)	General Science
Physics (9-12)	Chemistry (9-12)
Health	Technology Education
Journalism	Physical Education
English	Oral Communications

3. **5-9 Specializations**
   (requires second specialization for 5-12, 9-12, or K-12)
   General Mathematics through Algebra I

4. **Specializations (NS)****
   (requires second specialization for 5-9, 9-12, 5-12, or K-12)

Computer Science Education	Art

School Library-Media	Music
*Physical Education	Spanish

5. Spanish, K-12 Specialization

*The School Library-Media K-12 program may be selected in combination with a specialization for classroom teaching in grades 5-12, 9-12, K-12, or Elementary K-6.

Note 1: Secondary special methods and student teaching are required in all areas in order to be licensed.

Note 2: Secondary and K-12 specializations are also available via the Master of Arts in Teaching program.

Student Teaching Experience

Student teaching is required in all programs and is evaluated on a basis of Pass, Incomplete, or Fail. Students must attain a C average in the course work portion of the I.P.P. in order to be eligible for the student teaching experience. Students must complete student teaching or comparable experience at all developmental levels and in all of the teaching specializations for which they expect to be licensed. At the present time, student teaching experiences are provided in the surrounding public school systems. All such experiences are cooperatively administered by college and public school personnel. Due to the uniqueness of the off-campus student teaching experience, a student may be administratively removed, with cause.

PRAXIS II

Successful completion of the appropriate PRAXIS II Specialty Area test(s) and Principles of Learning and Teaching Test is a requirement for graduation and licensure. A report of the Specialty Area Test(s) and PLT scores must accompany the application for licensure to the West Virginia Department of Education. If the test scores do not meet or exceed the state minimum score, the application must be held pending receipt of acceptable scores. Students should keep in mind that not to be licensed at the time of graduation may subject them to subsequent changes in program requirements if they seek licensure later.

Early/Middle. Students expecting to be licensed for Elementary Education K-6 and an academic specialization must achieve acceptable scores in both areas.

Middle/Adolescent. Students expecting to be licensed for teaching in grades 5-12 or 9-12 must take the Specialty Area Test consistent with the specialization(s) to be named on the license. If they expect to be licensed in two specializations, they must achieve acceptable scores in both specializations.

K-12. A student expecting to be licensed for teaching in grades K-12 must achieve acceptable scores on the Specialty Area Test consistent with the K-12 specialization to be named on the license.

In order to identify the appropriate testing dates, times, locations, etc., for any given year, students should check the PRAXIS Bulletin for the year in question. Bulletins are available in the Dean of Teacher Education Office.

Summary of Degree Requirements

To meet the requirements for the Bachelor of Arts in Education degree, the candidate must (1) earn a minimum of 128 hours credit in approved subjects with a quality point average of 2.75 or better for all courses attempted; (2) attain a 2.75 average in each teaching specialization and professional education; (3) meet the general and specific requirements set up for the curriculum and teaching specialization(s) elected; (4) achieve acceptable scores on the PPST and (5) achieve acceptable scores on the Specialty Area Test and PLT Tests for each area to be named on the license.

College Recommendation Prerequisite to Certification

College recommendation shall take into consideration Chapter 18A, Section 3, Article 1, of the West Virginia School Law which reads "A certificate to teach shall not be granted to any person who is not of good moral character and physically and mentally qualified to perform the duties of a teacher, and shall not have attained the age of eighteen years on or before the first day of October of the year in which the certificate is issued; . . ."

The issuance of an original certificate shall require:

1. The recommendation of the Dean of Teacher Education in consultation with the supervisor of student teachers and chairperson of the department offering the specialization. This recommendation is expected to reflect, in addition to academic criteria, satisfactory performance on the part of the applicant in a typical classroom situation.
2. An official statement by the Dean of Teacher Education that the approved program has been completed in full.

Bachelor of Arts in Education Degree

The General Studies requirement differs for elementary and middle/adolescent education programs; however, each consists of 45 credit hours as a minimum distributed over humanities, mathematics, natural sciences and physical education and health. The General Studies requirements for elementary education also fulfill selected competencies for the Elementary, K-6 specializations and are included with the Elementary and the Early/Middle Specialization in determining the 2.75 grade point requirement for eligibility for the Initial Performance Practicum.

Art and Music

Each student who is qualifying for teaching of Art or Music, grades K through 12 shall complete the following:

I. **General Studies** (secondary)

II. **Professional Educatio**n, to include methods and student teaching of the single subject specialization at the early/middle and adolescent levels.

III. **Specializatio**n
Art specialization
or
Music specialization

Specific specialization requirements for early/middle and adolescent education programs are identified in the sections entitled Teaching Curricula listed under the respective academic school that offers the program.

It is the responsibility of candidates for a degree to know and meet the general requirements of the College and the specific requirements of the chosen curriculum. It is the student's responsibility also to keep informed of his/her grade point standing. All of this information may be obtained from the student's advisor or the Dean of Teacher Education.

Admission to Teacher Education

Any sophomore may enroll in the first professional course, Education 200, Introduction to Education. It is required of all teacher education students; other students may take it as an elective.

The "Student Personal Data Form" is to be completed and filed with the School of Education before the completion of Education 200. A student will receive a grade of Incomplete in the course until this form is filed. Students are also expected, in this course,

to make a tentative decision on entering the profession and submit a "Declaration of Intent" to the Dean of Teacher Education.

In order to be eligible for enrollment in Education 303, Educational Psychology, a student must be in good academic standing (not on academic probation). Satisfactory completion of Education 200 and 302 are prerequisites for this course. The required Student Health Form and acceptable scores on the PPST must be on file at this time.

When enrolled in Education 303, those interested in pursuing the Teacher Education program shall make formal application by completing the Application to Teacher Education Program Packet. The packets are available in the Department of Education Office. To be accepted, the applicant must (1) have achieved acceptable scores on the Pre-Professional Skills Test (PPST), (2) have a minimum quality point average of 2.75 overall, in each teaching specialization and professional education, (3) have completed or be enrolled in Speech 100, (4) have satisfactorily completed the required written English courses and attained a "C" or better in English 104 and 108, (5) at the time of application be passing Education 303, (6) have a health certificate completed by a physician, and (7) give permission for a background check by the Criminal Investigation Bureau of the West Virginia State Police and/or the FBI. Also as a part of the process, the applicant must be recommended by his/her academic advisor, and the Vice President for Student Affairs.

Near the end of the semester in which the student is enrolled in Education 303, the Teacher Education Selection Committee evaluates each student's eligibility for Teacher Education. The student is notified in writing of the Committee's decision: Admitted, Provisionally Admitted, or Not Admitted. Each student shall have the opportunity of appearing before the Committee if he/she disagrees with its decision.

If a student has satisfactorily completed Education 303, achieved acceptable scores on the PPST test and has approval of the Selection Committee, he/she is eligible to enroll in Education 305, Human Exceptionality and Cultural Diversity. While in this course, Teacher Education students shall make application for the Initial Performance Practicum.

Initial Performance Practicum

Fairmont State College has adopted the Initial Performance Practicum for scheduling student teaching. In the Initial Practicum one semester of the senior year (approximately 12-13 hours) is reserved for the student in which he/she schedules a block of professional education subjects, including methods and student teaching. The second part of that semester is used exclusively for student teaching in which the daily assignment for student teaching will comprise all hours the cooperating school is in session. In addition to classroom assignment, student teachers will participate in the extracurricular activities of the school and community.

To schedule the I.P.P., a student must complete the Application to the I.P.P. packet and meet the requirements for student teaching. The packets are available in the Dean of Teacher Education Office. The I.P.P. requires exact planning by students and advisors during the early years of the college attendance as well as in the senior year. All general studies requirements of the College as well as the minimum requirements of the teaching specialization should be completed before the I.P.P. can be scheduled.

Eligibility for the Initial Performance Practicum is determined on the basis of these criteria:

1. Have been officially admitted to teacher education.
2. Completion of 96 semester hours including 15 hours with a G.P.A. of 2.75 in education foundation courses and three-fourths of the required work in each teaching specialization. All courses in the teaching specialization which are marked by an asterisk in this catalog must be completed before admission to the I.P.P.
3. School approval of the candidate's teaching specialization and the completion of professional education courses which are prerequisite to the I.P.P. courses.
4. Evidence good moral character (i.e., reputation among students, faculty and in the community).
5. Have a minimal overall grade point average of 2.75.
6. Have a minimal grade point average of 2.75 for all professional education work.
7. Have a 2.75 quality point average in each teaching specialization (includes the Elementary Education Specialization).
8. Present a statement from a physician showing that the student has been given a physical examination and is physically fit for assignment to student teaching.
9. Give permission for a background check by the Criminal Investigation Bureau of the West Virginia State Police and/or the FBI.

Students will not be permitted to schedule courses or extracurricular activities outside the I.P.P. which will in any way interfere with their commitment to the I.P.P without the consent of the Dean of Teacher Education.

Early/Middle Education

Elementary, K-6

General Studies ..... **45 sem. hrs.**

Communication Skills: ..... **9 sem. hrs.**

English	104	Written English I	3

Full-time students must take DS 107 or English 104 in their first semester and continue each semester until satisfactorily completed.

English	108	Written English II	3
Speech	100	Intro to Speech Com.	3

Literature: Select one course sequence ..... **6 sem. hrs.**

English	220, 221	Literature of the Western World	6
	230, 231	Introduction to Literature I, II	6

Fine Arts: Select one course ..... **2 sem. hrs.**

Art	255	Art Appreciation	2
Music	205	Music Appreciation	2
Theatre	100	Theatre Appreciation	2

Social Sciences: ..... **12 sem. hrs.**

Geography	210	Introduction to Geography	3
History	107	United States History I	3
	108	United States History II	3
	211	World Civilizations I	3
		or	
	212	World Civilizations II	3
		or	
	213	World Civilizations III	3

Mathematics: ..... **3 sem. hrs.**

Math	110	Math for Elementary Teachers I (Does not satisfy General Studies requirement for other baccalaureate degree programs.)	3

Students with a math deficiency must enroll in the appropriate developmental math course within their first year and are strongly encouraged to enroll in their first college level math course in the semester immediately following their successful completion of DS 105, Elementary Algebra.

Natural Sciences: ..... **8 sem. hrs.**

Biology	101	Principles of Biology	4
	102	Biology Organisms	4

Physical Education: ..... 2 sem. hrs.
Phys. Ed. 326 Early Psychomotor Development 2

Electives: ..... 3 sem. hrs.
Option I: Foreign Language
French 101 or 102 Elementary French I, II 3
Spanish
101 or 102 Elementary Spanish I, II 3
(or other available languages)

Option II:

Biology	201	Global Ecology	3
English	109	Technical Report Writing	3
	332	Narrative & Descriptive Writing	3
	333	Writing Non-Fiction	3
INTD	100	Race, Class, and Gender	3
	280	Empowering Leadership	3
IS	100	Computer Concepts and Applications	
		or	
Math	113	Applied Statistics	4
OAD	251	Business Communications	3
Physical Science			
	150	Scientific Problem Solving	3
Philosophy	200	Introduction to Philosophy	3
Pol. Sci.	101	Introduction to Global Affairs	3
Sociology	111	Introduction to Anthropology	3
Technology	101	Introduction to Technology	3
Art	255	Art Appreciation (plus practicum)	3
Music	205	Music Appreciation (plus practicum)	3
Theatre	100	Theatre Appreciation (plus practicum)	3

(Students could take a second Fine Arts Appreciation course plus a one hour arts practicum course or three one hour practica in the same discipline.)

Elementary Education Program ..... 48 sem. hrs.

Art	*353	Elem. Art Education I	2
	*354	Elem. Art Education II	2
Health	*100	Personal Health	2
	*400	Health Education for the Elem. School	2
Safety	*200	Accident Analysis and Emer. Care	2
English	*354	Children's Literature	3
Math	*210	Math. for Elem. Teachers II	3
	*323	Math. for Elem. Teachers III	3
Music	*231	Elementary Music I	3
	*232	Elementary Music II	3
Phy. Sci.	*201	General Physical Science I	3
	*202	General Physical Science II	3
Pol. Sci.	200	Intro. to Political Science	3
Economics	200	Economics	3
Sociology	110	Introductory Sociology	3
Education	*300	The Reading Process	3
	*304	Developmental Reading	3
Phys. Sci.	*412	Science in the Elem. School	2

*These courses in the Elementary Education Program must be completed prior to the Initial Performance Practicum.

Professional Education - Elementary Education 29 sem. hrs.

Education	200	Intro. to Education	3
	302	Human Growth and Development	3
	303	Educational Psychology	3
	305	Human Exceptionality and Cultural Diversity	3
	306	Instructional Technology	3
	310	Language Arts/Social Studies in Elementary School	2

Initial Performance Practicum

	400	Classroom Organization & Management I	2
	401	Classroom Organization & Management II	2
	420	Student Teaching Exp. (Elem.)	8

Students who are qualifying for a Professional Certificate, Grades K-6, may wish to add a Special Education Specialization K-6, Library-Media K-12, or General Mathematics through Algebra I, 5-9 (Middle School) to their license.

Elementary Education, K-6

Program Options

Special Education Specializations
(may be added to Elementary, K-6 only) ..... 21 sem. hrs.

Common Core Coursework ..... 6 sem. hrs.

Ed.	220	Areas of Exceptionality in Special Education	3
	305	Human Exceptionality and Cultural Diversity	3

Specialized Coursework

A. Mentally Impaired K-12 ..... 16 sem. hrs.

Ed.	320	Education of the Mentally Impaired..	3
	321	Diag., Presc. and Assess. Tech.	3
	326	Curriculum and Inst.: Core Knowledge and Skills for Handicapped Learners	3
	446	Applied Practicum: Mentally Impaired and/or Learning Disabled	3
	470	Student Teaching-M.I.	4

B. Specific Learning Disabilities K-12 ..... 16 sem. hrs.

Ed.	317	Specific Learning Disabilities	3
	321	Diag., Presc. and Assess. Tech.	3
	326	Curriculum and Inst.: Core Knowledge and Skills for Handicapped Learners	3
	446	Applied Practicum: Mentally Impaired and/or Learning Disabled	3
	471	Student Teaching-SLD	4

C. Multi-Categorical K-12 ..... 28 sem. hrs.

Ed.	317	Specific Learning Disabilities	3
	318	Behavior Disorders	3
	320	Mental Impairment	3
	321	Diagnosis, Prescription, Assessment	3
	326	Strategies for Inclusive Teaching	3
	446	Practicum in Special Education	3
	472	Student Teaching: Multi-Categorical	4

Subject Specializations Grades 5-9*

General Mathematics (through Algebra I)

*Requires Special Methods 431 in the Grades 5-9 specialization. This course must be taken prior to the semester one enrolls in the Initial Performance Practicum.

Middle/Adolescent and K-12 Education

Grades 5-12, 9-12, and K-12

General Studies ..... 45 sem. hrs.

Communication Skills ..... 9 sem. hrs.

English	104	Written English I	3

Full-time students must take DS 107 or English 104 in their first semester and continue each semester until satisfactorily completed.

English	108	Written English II	3
Speech	100	Speech Communication	3

Literature: Select one course sequence ..... 6 sem. hrs.

English	220, 221	Literature of the Western World I, II	6
	230, 231	Introduction to Literature I, II	6

Fine Arts: Select one course ..... 2 sem. hrs.

Art	255	Art Appreciation	2
Music	205	Music Appreciation	2
Theatre	100	Theatre Appreciation	2

Social Sciences: Select four courses ..... 12 sem. hrs.

Economics	200	Economics	3
		or	
	201	Economic Principles	3
Geography	210	Introduction to Geography	3
History	107	U.S. History I	3
	108	U.S. History II	3
	211	World Civilizations I	3
	212	World Civilizations II	3
	213	World Civilizations III	3
Pol. Sci.	103	American Government	3
Psychology	101	Introduction to Psychology	3
Sociology	110	Introduction to Sociology	3

Math: ..... 3 sem. hrs.

Math	107	Fundamental Concepts of Mathematics	3
		or one of the following math courses:	
		112, 115, 170, 190	
		Math 323 (Elementary Education Majors)	
		TEC 102 (Technology Majors)	

Students with a math deficiency must enroll in the appropriate developmental math course within their first year and are strongly encouraged to enroll in their first college level math course in the semester immediately following their successful completion of DS 105, Elementary Algebra.

Natural Sciences: Select one sequence ..... 8-10 sem. hrs.

Biology	101/102	Principles of Biology	4
		Biology of Organisms	4
	105/106	Biological Principles I	4
		Biological Principles II	4
Chemistry			
	101/102	General Chemistry	4
		General Chemistry	4
	105/106	Chemical Principles	5
		Chemical Principles	5
Physics	101/102	Introduction to Physics	4
		Introduction to Physics	4
	105/106	Principles of Physics	5
		Principles of Physics	5
Geology	101/102	Physical Geology	4
		Historical Geology	4
		or	
	101/103	Physical Geology	4
		Introduction to Environmental Geology	4
		or four of following courses:	
Phy. Sci.	101	Astronomy	2
	102	Chemistry	2
	103	Geology	2
	104	Physics	2
	105	History of Physical Science	2

Physical Education ..... 2 sem. hrs.

P.E.	100	Fitness and Wellness	2

General Studies Electives: Select one course from the following: ..... 3 sem. hrs.

Option I: Foreign Language

French	101 or 102	Elementary French I, II	3
Spanish			
	101 or 102	Elementary Spanish I, II	3
		(or other available languages)	

Option II:

Biology	201	Global Ecology	3
CS	100	Concepts of Computing	3
English	109	Technical Report Writing	3
	332	Narrative & Descriptive Writing	3
	333	Writing Non-Fiction	3
IS	100	Computer Concepts and Applications	3
INTD	100	Race, Class, and Gender	3
	280	Empowering Leadership	3
Math	113	Applied Statistics	4
OADM	251	Business Communications	3
Philosophy	200	Introduction to Philosophy	3
Physical Science			
	150	Scientific Problem Solving	3
Pol. Sci.	101	Introduction to Global Affairs	3
Sociology	111	Introduction to Anthropology	3
Technology	101	Introduction to Technology	3
Art	255	Art Appreciation (plus practicum)	3
Music	205	Music Appreciation (plus practicum)	3
Theatre	100	Theatre Appreciation (plus practicum)	3

(Students may take a second Fine Arts Appreciation course plus a one hour arts practicum course or three one hour practica in the same discipline.)

Professional Education-Middle/ Adolescent and K-12 ..... 31 sem. hrs.

Education	200	Intro. to Education	3
	302	Human Growth and Development	3
	303	Educational Psychology	3
	304	Developmental Reading	3
	305	Human Exceptionality and Cultural Diversity	3
	306	Instructional Technology	3
		Initial Performance Practicum	
	432	Evaluation Techniques in the Secondary School	2
	433	Planning, Instruction, Management in the Secondary School	3
Sp. Meth. Education	*431	Special Methods (in subject specialization)	3
	450	St. Teaching Exp. (Secondary)	8
		or	
	421	St. Teaching Exp. (K-12)	4
	422	St. Teaching Exp. (K-12)	4

*Students electing a comprehensive field must include 431, Methods and Materials in the comprehensive area. If electing to complete two single subject specializations, Methods and Materi-

als must be completed for both specializations. The student teaching assignments must also include teaching experience at each developmental level to be named on the license

Middle/Adolescent Education

Program Options

A. Grades 5-12, 9-12, Single Specializations
(two specializations required)

Art	Fine Arts
Biology (9-12)	Science and Mathematics
Business Education	Business and Economics
Chemistry (9-12)	Science and Mathematics
English	Language and Literature
French (5-12	Language and Literature
General Science	Science and Mathematics
Health	Education/HHP
Journalism	Fine Arts
Oral Communications	Science and Mathematics
Physics (9-12)	Language and Literature
Technology Education	Technology

B. Grades 5-12, 9-12, Comprehensive Specializations (no additional specialization required)

Business Education	Business and Economics
Family and Consumer Sciences	Technology
Mathematics	Science and Mathematics
Technology Education	Technology
Social Studies	Social Science

C. Grades 5-9 Specialization
(must be combined with single or comprehensive specialization)

General Mathematics (through Algebra I)

D. Grades K-12 Specializations
Multi-Categorical, Special Education - Education/HHP
Spanish - Language and Literature
School-Library-Media - Education/HHP

E. Not-Specified Specialization
Art - No second specialization required - Fine Arts
Computer Science Education - Education/HHP
(Must add a K-6, 5-12, or K-12 field)
Music- No second specialization required - Fine Arts
Physical Education - Education/HHP
(Must add a 5-9, 5-12, 9-12, or K-12 field)
School Nurse Program - Nursing and Allied Health

The School Nurse program is open to students who currently possess RN licensure (Bachelors Degree) or plan to do so. This option licenses interested parties to serve as a school nurse in a K-12 setting. Interested persons should contact the Dean, School of Education or chairperson of the School of Nursing and Allied Health. The requirements are as follows.

+ Licensure as a Registered Nurse (Bachelors Degree)
+ Ed. 200 - Introduction to Education
+ Acceptable scores on the PPST Reading, Writing and Mathematics tests.
+ Public school practicum

Teaching Field as School Librarian

School-Library Media K-12 ..... 24 sem.hrs.

English	*354	Children's Literature	3
Lib. Science	*200	Reference and Bibliography	3
	*210	Library Materials for Adolescents	3
	*302	Cataloging and Classification	3
	*303	Technologies and the Library	3
	*304	Organization and Administration	3
	*305	Library in the Educational Process	3
	*400	Library Practice	3

*Courses marked with an asterisk must be completyed before admission to the Initial Performance Practicum.

Note: Selected courses are available in a WebCT format for accelerated students at both the undergraduate and graduate levels. Interested persons should contact the Dean, School of Education.

Master of Arts in Teaching

The School of Education is now offering the M.A.T. degree in collaboration with Marshall University. Completion of the M.A.T. program leads to a Master's degree as well as West Virginia licensure to teach in selected secondary and /or K-12 academic areas. Interested persons should contact the Dean, School of Education for an official personalized program evaluation.

Minor in Education

Minor for B.S., B.A. Degrees

The School of Education/Health and Human Performance offers a minor for interested baccalaureate degree students. It is a valuable option for students who have an interest in teaching in their major field (e.g. math, biology, etc.) in the future but do not wish to pursue teacher certification at this time. Students can complete their major with an education minor during the normal four year sequence and then return to complete the requirements for becoming licensed to teach in their respective field(s).

Required Courses ..... 18 sem. hrs.

Ed.	200	Introduction to Education	3
	302	Human Growth and Development	3
	303	Educational Psychology	3
	304	Developmental Reading	3
	305	Human Exceptionality and Cultural Diversity	3
	306	Instructional Technology	3

Students are advised to complete the appropriate Special Methods course in addition to the minor if available, e.g., Math 431 for a Math major, English 431 for an English major, etc. All course prerequisites, including formal admission to teacher education, are required for the minor. Interested students should contact the Dean of Teacher Education who serves as the advisor for the minor.

Health Science

The School of Education/Health and Human Performance offers a Bachelor of Science in Health Science and also a minor for students interested in pursuing a career in this area.

Major ..... 53 sem. hrs.

Course Requirements

Health	150	Introduction to Health 3
	202	Community and Environmental Health 3
	370	Contemporary and Drug Behavior Issues .. 3
	410	Seminar in Public Health Education 3
	415	Human Sexuality 3
	450	Field Practicum in Public Health 4

Major-Related Requirements

Business	310	Statistics 3
Chemistry	101	General Chemistry 4
	102	General Chemistry 4
EMS	101	Techniques of Emergency Medical Services 7
IS	100	Computer Concepts and Applications 3
Physical Ed.	211	Anatomy and Physiology 4
Psychology	210	Personal Adjustment 3
	250	Community Psychology 3
Sociology	200	Social Problems 3

Minor-Health Science ..... 19 sem. hrs.

Health	150	Introduction to Health 3
	202	Community and Environmental Health 3
	370	Contemporary and Drug Behavior Issues .. 3
	410	Seminar in Public Health Education 3
	415	Human Sexuality 3
	450	Field Practicum in Public Health 4

Teaching Field in Health Education 5-12

Course Requirements ..... 32 sem. hrs.

Health	150	Introduction to Health Science 3
	200	Foundations of Health Education 2
	202	Community and Environmental Health 3
	310	School Health and Safety 3
	325	Organizational and Planning Strategies in Health Education 3
	370	Contemporary and Drug Behavior Issues .. 3
	410	Seminar in Public Health Education 3
	415	Human Sexuality 3
Physical Ed.	211	Anatomy and Physiology 4
	431	Methods and Materials in Teaching Health and Physical Education 3
Safety	200	Accident Analysis and Emergency Care 2

Physical Education

A Bachelor of Science degree, major and minor, are offered in Physical Education for students interested in pursuing careers other than teaching (physical therapy, graduate research) which require background knowledge in Physical Education. The Bachelor of Arts in Education degree offers a subject specialization in Physical Education, grades K-12. The Physical Education Program is designed to stimulate the development of minimal competencies in the application, analysis and synthesis of concepts related to effective performance of sport and human movement activities.

Bachelor of Science-Physical Education

Course Requirements ..... 43 sem. hrs.

Physical Ed.	121	Intro. Seminar in Human Movement 2
	211	Anatomy and Physiology 4
	212	Physiology of Exercise 3
	232	Basic Aquatics 2
		or
	233	Advanced Aquatics-Lifeguarding 2
	234	Individual and Dual Sports I 2
		or
	239	Individual and Dual Sports II 2
	235	Team Sports I 2
		or
	236	Team Sports II 2
	313	Biomechanics 3
	318	Sport Social Psychology 2
	320	Lifespan Motor Development 3
	400	Research Methodology 3
	410	Research Design Seminar 3

Related Science ..... 8 sem. hrs.

Chemistry	101	General Chemistry 4
Physics	101	Introduction to Physics 4

Required Electives (Select Two) ..... 6 sem. hrs.

Business	310	Statistics 3
IS	100	Computer Concepts and Applications 3
Psychology	230	Social Psychology 3
Sociology	301	Ethnology 3

Minor

Course Requirements ..... 20 sem. hrs.

Physical Ed.	121	Intro. Seminar in Human Movement 2
	211	Anatomy and Physiology 4
	212	Physiology of Exercise 3
	313	Biomechanics 3
	318	Sport Social Psychology 2
	320	Lifespan Motor Development 3
	400	Research Methodology 3

Teaching Field in Physical Education
Subject Specialization K-12 ..... 43 sem. hrs.

Course Requirements

Physical Ed.	121	Intro. Seminar in Human Movement 2
	211	Anatomy and Physiology 4
	212	Physiology of Exercise 3
	313	Biomechanics 3
	318	Sport Social Psychology 2
	223	Evaluation of Instruction in Sport 2
	323	Early Psychomotor Curriculum 3
	325	Psychomotor Analysis Lab 3
	232	Basic Aquatics 2
		or
	233	Advanced Aquatics-Lifeguarding 2
	343	Adapted Physical Education Activities 2
	234	Individual and Dual Sports I 2
	235	Team Sports I 2
	236	Team Sports II 2
	239	Individual and Dual Sports II 2
	240	Outdoor Leisure Activities 2
	241	Gymnastics and Dance 2
		or
Recreation	146	Folk and Square Dance 2

Recreational Leadership

The curriculum of this minor provides a foundation of recreation philosophy, principles and objectives. Field experiences, which are designed to provide practical experience in a variety of recreational settings with various clientele, are included. Elective classes in sport coaching, outdoor recreation, and aquatic activities are provided.

Minor B.A. and B.S. Degrees ..... 25 sem. hrs.

Course Requirements

			Minimum 2 sem. hrs.
Physical Ed.	232	Basic Aquatics	2
	233	Advanced Aquatics-Lifeguarding	2
	381	Water Safety Instructors	2
			Minimum 2 sem. hrs.
	235	Team Sports I	2
	236	Team Sports II	2
			21 sem. hrs.
	234	Individual and Dual Sports I	2
Recreation	141	Introduction to Recreation	3
	143	Outdoor Recreation	3
	144	Group Leadership	3
	145	Program Planning and Organization	3
	146	Folk and Square Dance	2
	301	Day Camp Administration (Summer Sessions Only)	3
Safety	200	Accident Analysis and Emergency Care	2

Sport Coaching

This fifteen-hour sequence of courses in Sport Coaching is designed to meet the need in the secondary schools for qualified athletic coaches. It is NOT a B.S. major or minor program, nor is it a separate certificate teaching degree program.

Course Requirements ..... 15 sem. hrs.

Physical Ed.	355	Scientific Foundations of Sport Coaching	4
	356	Administration and Coaching of Sport	3
	357	Medical-Legal Aspects of Sport Coaching	2
	358	Techniques of Sport Coaching	6

Fine Arts

(Art, Music, Speech Communication and Theatre)

All programs in Art, Music, and Speech Communication and Theatre have a strong performance orientation. Students earning a major in these areas of study must periodically demonstrate through public performance mastery of concepts and content studied.

Art

Fairmont State College Department of Art provides a program of study for the preparation of teachers in the visual arts, leading to the B.A. degree in Education, a 2 + 2 program leading to a B.S. degree in a Graphics/Fine Arts program, and also offers a minor in a non-teaching degree. The art curriculum and activities are committed to provide the highest professional education for the art teacher, the creative artist and the scholar of the arts, and to play a major role in the cultural life of the college campus and the community.

Minor ..... 24 sem. hrs.

History of Art Courses
(See Courses of Instruction) 5
Studio Work Courses
(See Courses of Instruction) 19

Teaching Fields

Art Specialization K-12 ..... 61 sem. hrs.
Required Courses 55 sem. hrs.

Art	*140	Art Structure and Applied Design	3
	*141	Art Structure and Applied Design	3
	*142	Drawing	3
	*155	Theory of Art	2
	*241	Drawing from Life	3
	*261	Painting	3
	262	Painting	3
	278	Ancient and Medieval Art	3
	283	Modeling and Sculpture	3
	284	Modeling and Sculpture	3
	341	Printmaking	3
	355	Problems in Teaching Art I	2
	356	Problems in Teaching Art II	2
	363	Painting in Watercolor	3
	377	Italian and Northern Renaissance Art	3
	378	19th Century and Contemporary Art	3
	383	Pottery	3
	384	Pottery	3
	470	Senior Exhibit	1
	*431	Methods and Materials in Teaching Art	3
Electives			6

Electives to be selected from the following studio courses:
Painting: Art 361, 362, 364, 461, 462, 463. Pottery: Art 464. Sculpture: Art 465. Area Studies: Art 467, 468, 469

Art Single Teaching Field 5-12 ..... 44 sem. hrs.
Required Courses

Art	*140	Art Structure and Applied Design	3
	*141	Art Structure and Applied Design	3
	*142	Drawing	3
	*155	Theory of Art	2
	241	Drawing from Life	3
	*261	Painting	3
	278	Ancient and Medieval Art	3
	283	Modeling and Sculpture	3
	341	Printmaking	3
	356	Problems in Teaching Art II	2
	363	Painting in Watercolor	3
	377	Italian and Northern Renaissance Art	3
	378	19th Century and Contemporary Art	3
	383	Pottery	3
	470	Senior Exhibit	1
	*431	Methods and Materials in Teaching Art	3

*Courses marked with an asterisk must be completed before admission to the Initial Performance Practicum.

Graphics/Fine Arts

This is a 2+2 program in which successful completion of the associate degree in Graphics Technology with a specialization in Commercial Design constitutes the first two years of this bachelor's degree program. It is designed to provide training and skills beyond the associate degree level for the graphic artist, layout artist, illustrator, advertising designer, and for those positions in the printing industry that combine the skills of artist-layout-graphic arts.

Major ..... 79 sem. hrs.
Required Courses ..... 70 sem. hrs.

Art	140	Art Structure and Applied Design	3
	141	Art Structure and Applied Design	3
	142	Drawing	3
	155	Theory of Art	2
	199	Special Topics in Art	3
	241	Drawing from Life	3
	261	Painting	3
	283	Modeling and Sculpture	3
	341	Graphics	3
	363	Painting in Watercolor	3
	378	19th Century and Contemporary Art History	3
	467	Area Studies in Drawing & Painting	3
	468	Elective in Art	2
DRF	100	Engineering Graphics	3
GCT	100	Graphic Communications Processes	3
	200	Introduction to Desktop Publishing	3
	210	Graphics-Methods and Materials	3
	225	Basic Photography	3
	230	Layout and Design	3
	250	Graphic Practicum	4
OADM	101	Beginning Typewriting/Keyboarding	3
		or	
OADM	102	Intermediate Typewriting/Keyboarding	3
English	109	Technical Report Writing	3
Journalism	240	Reporting	3
	312	The Publication Process	3
Electives			9

Electives selected from the following courses:

GCT	150	Computer Applications to Graphics	3
	220	Estimating & Cost Analysis	3
	235	Layout and Design II	3
	270	Screen Printing Techniques	3
	310	Advanced Photography	3
	320	Electronic Publishing	3
	355	Advanced Image Transfer	3
	410	Special Topics-Graphics	3

Music

The Music Department offers a minor in music for the Bachelor of Arts Degree and a Comprehensive (K-12) Music major under the Bachelor of Arts in Education Degree. The degree programs are organized to provide a thorough background for a music teaching or a professional career. Major applied areas are offered in vocal, instrumental (strings, woodwinds, brass and percussion), piano, and organ.

The department provides excellent musical instruction for its students through a highly qualified professional staff of performing and teaching professors, a constantly improving and varied curriculum, and a series of sequential musical experiences and studies in all music degree programs. The department believes in exposing music students to many new and innovative educational and musical ideas as well as emphasizing the musical heritage of the past. Departmental organizations such as band, orchestra, choir, ensembles, stage band, and soloists participate regularly in productions, concerts, and activities of the college and have toured in West Virginia, the United States, and Europe.

Opportunities are provided for music students to attend numerous recitals, productions and other musical events on and off campus. Several professional and fraternal organizations are sponsored by the department, including a student chapter of MENC, ACDA, Kappa Kappa Psi, and Sigma Alpha Iota, professional sorority for women music students.

The Music Department is housed in Wallman Hall. It is well equipped with musical instruments and materials and its facilities include an electronic piano classroom, theory room, music education room, listening library, instrumental and choral rehearsal rooms, 18 practice rooms, nine studios and Wallman Hall Auditorium.

Music Minor ..... 26 sem. hrs.

Required Courses

Music Theory: 8
- Music 109 and 110, Comprehensive Theory
- (Music 108 Beginning Theory may be recommended as elective)

Appreciation: 3
- Music 206, Music Appreciation for Majors

Conducting: 2
- Music 245, Fundamentals of Conducting

Participation: 4
- Music 167, 168, 169, 172
- (Collegiates, Band, Orchestra)

Applied Music: 9
- *Music 105 or 107, Piano (minimum 4 hours, proficiency exam) .. 4
- **Music 139, Class Voice 1
- (Music 103, 107, 141, 177-197) 4

(All four hours in same course number)

Note:

*Music minors with a piano emphasis may substitute four hours credit in music elective.

**Music minors with a vocal emphasis may substitute one hour credit in a music elective.

Teaching Field

Courses marked with an asterisk must be completed before a student is admitted to the Initial Performance Practicum. See Music Department Handbook for requirements for recitals, concert attendance, applied levels, piano proficiency, and freshman level assignments, etc.

Subject Specialization K-12 ..... 68 sem. hrs.

(Students elect either Choral, Instrumental, or Piano-Organ emphasis)

Theory, Comprehensive: 18
- Music 109, 110, 209, 210 Comprehensive Theory* 16
- Music 309, Orchestration* 2

History and Appreciation: 9
- Music 101, Recitals and Seminar (each semester)* ..... N/C
- Music 206, Music Appreciation for Majors* 3
- Music 313, 314 Music History* 6

Conducting: 4
- Music 245, Fundamentals of Conducting* 2
- Music 347, Advanced Conducting (Instrumental and Choral)* 2

Participation: 4
- Music 167, 168, 169, 172
- (Collegiates, Band, Orchestra)****

Applied Music and Classes: 18
- Applied Major (Emphasis)
- I-VII* 7
- 103 Organ, 107 Piano, 177-204 Instrumental, 141 Voice
- Instrumental Classes 5
- 211, String Class I-II* 1
- (Recommended all majors take 211-II)
- 213-I Brass Class* 1
- 215-I Woodwind Class* 1
- 217 I Percussion Class* 1
- Music 440, Senior Recital 1
- (See Music Department Handbook for applied requirements)

Additional Requirements 6

Choral Emphasis:
- Instrumental Class II 1
- or Music 320, Keyboard Accomp.***Piano**
- 105, I-II, Piano Class* 2
- 107, I, II, III Piano 3

Instrumental Emphasis:
- Instrumental Class II 1

Note: Brass Majors must take 215 and 415, Woodwind Majors must take 213 and 413, Percussion majors must take 213 and 413 and 215 and 415, and may be excused from 217 by passing rhythmic reading proficiency.
- Piano**105, I and II, Piano Class 2
- Piano* 107, I-II 2
- 139 Voice Class 1

Piano and Organ Major:
- Instrumental Class II 1
- or 103 Organ or 320 Keyboard Accompanying
- Applied Minor (Instrumental or Voice) 4
- 139 Voice Class 1

Music Education 9
- *Music 328, Elementary Music Methods, Materials and Administration 2
- *Music 429, Instrumental Methods, Materials and Administration 2
- *Music 430, Choral Methods, Materials and Administration .. 2
- *Music 431, Methods and Materials in Teaching Music 3

Note:

All Music majors with an instrumental emphasis must take Band their freshman and sophomore years and at least one semester of chorus is recommended.

All Music majors, to meet attendance requirements for graduation, must be enrolled in Music 101, Concerts, Recitals and Seminars (CRS) NC, each semester enrolled.

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.

**Piano proficiency is required of all music students and is certified by an examination. The examination may be attempted upon completion of one or more hours of piano study. If success-

ful the student may substitute other music electives for the remaining hours. If the examination is failed, the student must continue to take piano lessons until the proficiency exam is passed.

***Music 320, Keyboard Accompanying, may be substituted for one hour of applied piano.

****A music major or minor, in addition to the four hours participation credit, must be enrolled in a major performance group (band, choir, orchestra) during each semester of college attendance. Participation enrollment should be in line with the applied major.

Speech Communication and Theatre

The Department of Speech Communication and Theatre has designed a program to provide students with a variety of choices for developing their knowledge and skills through study and performance. Oral communication skills dominate individuals' efforts to work and live together. Modern society and business are demanding higher levels of communication skills. By building a base of performance experience through classroom exercises, public performances, regional and national competition, students can develop oral communication competence and expertise which will prepare them to meet employment and societal responsibilities.

The goal of all curricular and co-curricular activities in the Department of Speech Communication and Theatre is to increase student understanding and skills in a wide variety of oral communication events. Co-curricular activities offered by this department are designed to be learning experiences for students enrolled in departmental courses and for students who are not enrolled in department classes.

A number of program choices are available to students in the Department of Speech Communication and Theatre. Students may choose a degree program in:

1. A Bachelor of Arts major degree program in Theatre, a liberal arts program, which can be paired with any academic minor desired by the student.
2. A Bachelor of Arts major degree program in Speech Communication, a liberal arts program, which can be paired with any academic minor desired by the student.
3. A two-year Associate of Arts general studies degree with a concentration in either speech communication or theatre. This option is available for students with little background in either speech communication or theatre who want to be prepared to pursue professional degree programs in either field.
4. Bachelor of Arts minor degree programs in either Speech Communication or Theatre.
5. Bachelor of Arts in Education, single field, grades 5-12 in Oral Communications (Speech Communication and Theatre).
6. The co-curricular activities of this department are open to all students. For detailed information see Forensics and Theatre under Student Services and Organizations in this catalog.

Bachelor of Arts in Speech Communication ..... 39 sem. hrs.
Required Courses ..... **34 sem. hrs.**

Speech	105	Voice and Diction	3
	171	Intro. to Broadcasting	2
	215	Nonverbal Communication	2
	219	Language in Speech Communication	3
Theatre	220	Oral Interpretation	2
Speech	231	Small Group Communication	3
		or	
	235	Interpersonal Communication	3
	241	Argumentation & Debate	3
	303	Listening: Theory & Practice	3
	337	Persuasive Communication	2
	345	Oratory	1
	361	Speaking for Business & Professionals	3
		or	
	369	Communication in Organization	3
	421	Extemporaneous Speaking	1
	459	Speech Correction	3
	469	Seminar in Ethical & Legal Issues of Communication	3
Electives			5

Only 3 sem. hrs. are allowed from any one course.

Speech	103	Listening Skill	1
	107	Speech Improvement	3
	199	Special Topics in Speech Communication	1-12
	231	Small Group Communication	3
		or	
	235	Interpersonal Communication	3
	249/449	Intercollegiate Debate Practicum (I-VIII)	1
	271/272	Broadcast Practicum	1
	361	Speaking for Business &Professionals	
		or	
	369	Communication in Organizations	3
	439	Public Speaking Practicum (I-VIII)	1
	491	Directed Study	1-4
Theatre	228/428	Oral Interpretation Practicum (I-VIII)	1

Speech Communication Minor ..... 25 sem. hrs.
Required Courses ..... **22 sem. hrs.**

Speech Com.	105	Voice and Diction	3
	171	Introduction to Broadcasting	2
	215	Nonverbal Communication	2
	219	Language in Speech Communication	3
	231	Small Group Communication	
		or	
	235	Interpersonal Communication	3
	241	Argumentation and Debate	3
	337	Persuasive Communication	2
	345	Oratory	
		or	
	421	Extemporaneous Speaking	1
	459	Speech Correction	3
Electives			3

Electives selected from the following courses:

Speech Com.	103	Listening Skills	
		or	
	249	Intercollegiate Debate I-IV	
	439	Public Speaking Practicum I-VIII	1
	199	Special Topics	1
	303	Listening Theory & Practice	3
	361	Speaking for Business and Professionals	3
	369	Communication in Organizations	3
	449	Intercollegiate Debate I-IV	1
	469	Seminar in Ethical and Legal Issues of Communication	3
	491	Directed Study in Speech Com	1

Elective Courses in Speech Communication may be selected from the Speech Communication course offerings. .....
Recommended Related Courses: English 319, Journalism 270, Psychology 201, Psychology 240.

Bachelor of Arts in Theatre ..... 35 sem. hrs.
Required Courses ..... 25 sem. hrs.

Speech Com.	105	Voice and Diction	3
Theatre	110	Introduction to Theatre	2
	114	Body Training and Stage Movement	2
	140	Theatre Production	2
	*148	Theatre Workshop	1
	212	Theatre Makeup	1
	220	Oral Interpretation	2
	230	Acting	2
	238	Acting Workshop I-IV	1
	244	Intro. to Th. Design	3
	260	Theatre History	3
	336	Directing	2
	438	Directing Practicum	1
	**Electives in Theatre		10

*One hour of Theatre 148 (Theatre Workshop) must be taken concurrently with Theatre 140 (Theatre Production). Previously acquired credit will not fulfill the requirement.

**At least 5 hours in Theatre electives must be in upper level courses.

Theatre Minor ..... 25 sem. hrs.

Speech Com.	105	Voice and Diction	3
Theatre	100	Theatre Appreciation	
		or	
	110	Introduction to Theatre	2
	114	Body Training and Stage Movement	2
	140	Theatrical Production	2
	*148	Theatre Workshop I-IV	1
	212	Theatrical Make-up	1
	220	Oral Interpretation	2
	230	Acting	2
	238	Acting Workshop I-IV	1
	244	Intro. to Theatrical Design	3
	260	Theatre History	3
	336	Directing	2
	438	Directing Practicum	1

*One hour of Theatre 148 (Theatre Workshop) must be taken concurrently with Theatre 140 (Theatrical Production). Theatre 148 or 348 taken separately from Theatre 140 will not fulfill the requirement.

Elective Courses in Theatre

May be selected from any of the Theatre course offerings listed.

Recommended Related Courses for Theatre Majors and Minors

Art 255 or Music 205 (one not used to meet General Education Requirements), English 318, English 315, English 422, Music 139, Music 141, Art 142.

Performance

In order that a student majoring or minoring in Speech Communication or Theatre may be recommended for graduation by the Speech Communication and Theatre faculty, he/she must perform in one or more of the department faculty directed/sponsored public performance areas listed below. A student must reach a satisfactory level of proficiency in at least one of the performance areas. Each student's performance and level or proficiency will be periodically appraised by the faculty.

Performance Areas

Theatre: acting, technical crews, directing, public relations, house management, business management, etc., with Masquers, Town and Gown Players, Masquers, Jr., or studio theatre presentations.

Oral Interpretation: reader's theatre, intercollegiate festivals, contests, and other public performances.

Public Speaking: intercollegiate debate, competitive communication and public speaking events, festivals and exhibitions, organizing and evaluating communication performances and other public speaking presentations.

Radio/TV: acting, producing, writing, announcing, etc., for FSC campus radio and TV public broadcasts.

Teaching Field in Oral Communications (Speech Communication and Theatre)

Single Teaching Field, Grades 5-12 ..... 36 sem. hrs.
Required Courses ..... 31 sem. hrs.

Speech Com.	*105	Voice and Diction	3
	*171	Introduction to Broadcasting	2
	*241	Argumentation and Debate	3
	*337	Persuasive Communication	2
	*345	Oratory	1
	459	Speech Correction	3
**Theatre	*140	Theatrical Production	2
	*148	Theatre Workshop	1
	*220	Oral Interpretation	2
	*230	Acting	2
	*336	Theatrical Directing	2
	350	Children's Drama	3
	354	Creative Drama Practicum	1
	*438	Theatrical Directing Practicum	1
	***431	Methods and Materials in Teaching Speech Communication and Theatre	3
Electives			5

Select courses from the Speech Communication and/or Theatre courses listed under the Courses of Instruction in this catalog to total 5 credit hours.

*Courses marked with an asterisk must be completed before the Initial Performance Practicum.

**The one required hour in Theatre 148 (Theatre Workshop) must be taken concurrently with Theatre 140 (Play Production). Previously acquired credit in Theatre 148 or Theatre 348 will not fulfill this requirement.

***Speech Communication 431 must be taken prior to the Initial Performance Practicum. It must be taken in either the junior or senior year by all oral communications majors.

Performance

In order that the B.A. in Education student with a teaching field in Oral Communications (grades 5-12) may be able to meet the competencies for state teacher accreditation and hence be recommended for the Initial Performance Practicum by the Speech Communication and Theatre faculty, he/she must perform extensively in one or more of the department faculty directed/sponsored public performance areas listed below. The activities in these areas are necessary co-curricular supplements or enrichments to classroom experiences. The student's performances in the areas must be extensive enough that the student reaches a satisfactory level of proficiency in at least one of the performance areas. A periodic appraisal of the extent of the student's performance and level of proficiency will be made.

Language and Literature
(English, French, Journalism, Library Science, and Spanish)

English

The English program provides instruction in the English language and literature as part of the College's general requirements. In addition, the department offers a bachelor of arts degree and a teaching specialization in English education. Two minors, one in business and technical writing and one in literature, are also available. Students in any program may select from a variety of courses to enhance their knowledge of English.

Advanced Standing

By reviewing high school records and performances on the ACT, the Registrar will determine eligibility for advanced standing and credit in English. To qualify, a student must have no semester grade of less than B in each of the four units of high school English and a score of 25 or higher on the English section of the Enhanced ACT or 470 on the English section of the SAT.

Major in English-Bachelor of Arts ..... 42 sem. hrs.

General Studies Requirements ..... 12 sem. hrs.

English	104	Written English I	3
	108	Written English II	3
	*220	Literature of the Western World I	3
	*221	Literature of the Western World II	3

*These courses are recommended by the School, but students have the option of taking the following genre sequence:

English	230	Introduction to Literature I: Prose Narratives	3
	231	Introduction to Literature II: Poetry and Drama	3

Upper Level Courses ..... 42 sem. hrs.
Core Requirements:

English	303	Survey of American Literature I	3
	304	Survey of American Literature II	3
	313	Survey of British Literature I	3
	314	Survey of British Literature II	3
	374	Shakespeare	3
	320	Literary Criticism	3
		Subtotal	18

Restricted Electives: Select one from each one of the following groups:

Group A: Select one (3)

English	330	Semantics and Pragmatics	3
	331	Study of the English Language	3

Group B: Select one (3)

English	332	Narrative/Descriptive Writing	3
	333	Writing Non-Fiction	3
	344	Writing Poetry	3
	345	Writing Fiction	3

Group C: Select one (3)

English	361	Major American Writers 1820-70	3
	362	Major American Writers 1870-1920	3
	363	American Novel	3

Group D: Select one (3)

English	370	Literature of the Middle Ages	3
	373	Chaucer	3
	375	Seventeenth Century British Literature	3
	377	Eighteenth Century British Literature	3

Group E: Select one (3)

English	378	Literature of the Romantic Period	3
	379	Literature of the Victorian Period	3
	380	Twentieth Century British Literature	3
	381	The British Novel	3

Group F: Select one (3)

English	390	Modern Drama	3
	391	The Short Story	3
	392	Contemporary Poetry	3
		Subtotal	18

Additional Electives: Select two courses from the following options (6)

Writing Option - Select two more writing courses from Group B.
OR
Literature Option - Select two courses from the following list or one course from this list and one course from Groups C to F.

English	382	World Novel	3
	385	The Arthurian Tradition	3
	386	The Bible as Literature	3
	387	Folk Literature	3
	388	Women's Literature	3
	389	Minority Literature	3
	393	Southern Literature	3
	394	The Art of the Motion Picture	3
	395	Journeys in Comparative Mythology	3
	399	Special Topics in English	3
		Subtotal	6

Minor in English ..... 21 sem. hrs

General Studies Requirements ..... 12 sem. hrs.

English	104	Written English I	3
	108	Written English II	3
	*220	Literature of the Western World I	3
	*221	Literature of the Western World II	3

*These courses are recommended by the School, but students have the option of taking the genre sequence 230-231.

Upper Level Courses ..... 21 sem. hrs.
Core Requirements:

English	374	Shakespeare	3
	303	Survey of American Literature I	3
		or	
	304	Survey of American Literature II	3
	313	Survey of British Literature I	3
		or	
	314	Survey of British Literature II	3
		Subtotal	9

Electives:

Group A: Select one (3)

English	330	Semantics and Pragmatics	3
	331	Study of the English Language	3
	332	Narrative and Descriptive Writing	3
	333	Writing Non-Fiction	3
	344	Writing Poetry	3
	345	Writing Fiction	3

Group B: Select one (3)

English	303	Survey of American Literature I	3
		or	
	304	Survey of American Literature II	3
	361	Major American Writers, 1820-70	3
	362	Major American Writers, 1870-20	3
	363	American Novel	3

Group C: Select one (3)

English	313	Survey of British Literature I	3
		or	
	314	Survey of British Literature II	3
	370	Literature of the Middle Ages	3
	373	Chaucer	3
	375	Seventeenth Century British Literature	3
	377	Eighteenth Century British Literature	3
	378	Literature of the Romantic Period	3
	379	Literature of the Victorian Literature	3
	380	Twentieth Century British Literature	3
	381	The British Novel	3
	382	The World Novel	3

Group D: Select one (3)

English	320	Literary Criticism	3
	382	World Novel	3
	385	The Arthurian Tradition	3
	386	The Bible as Literature	3
	387	Folk Literature	3
	388	Women's Literature	3
	389	Minority Literature	3
	390	Modern Drama	3
	391	The Short Story	3
	392	Contemporary Poetry	3
	393	Southern Literature	3
	394	The Art of the Motion Picture	3
	395	Journeys in Comparative Mythology	3
	399	Special Topics in English	3

Additional Writing Courses:

	332	Narrative and Descriptive Writing	3
	333	Writing Non-Fiction	3
	344	Writing Poetry	3
	345	Writing Fiction	3
		Subtotal	12

Minor in Business and Technical Writing ..... 18 sem. hrs.

In addition to the twelve General Studies semester hours required in English (104, 108, and 220, 221 or 230, 231), the English minor taking this option is required to complete 18 hours in English and Journalism courses according to the following plan:

English	109	Technical Report Writing	3
	330	Semantics and Pragmatics	3
	333	Writing Non-Fiction	3
	349	Advanced Technical Communication	3
Journalism	*240	Reporting I (and L240)	3
	312	The Publication Process	3

*Journalism 240 should be taken before Journalism 312.

B.A. in Education
English 5-12 ..... 48 sem. hrs.

General Studies Requirements ..... 12 sem. hrs.

English	104	Written English I	3
	108	Written English II	3
	*220	Literature of the Western World I	3
	*221	Literature of the Western World II	3

*These courses are recommended by the School, but students have the option of taking the genre sequence 230-231.

Upper Level Courses ..... 48 sem. hrs.
Core Requirements:

English	303	Survey of American Literature I	3
	304	Survey of American Literature II	3
	313	Survey of British Literature I	3
	314	Survey of British Literature II	3
	331	Study of the English Language	3
	*332	Narrative and Descriptive Writing	3
	355	Young Adult Literature	3
	374	Shakespeare	3
	431	Methods of Teaching English	3
Education	300	The Reading Process	3
Journalism	312	The Publication Process	3
		Subtotal	33

*Also satisfies General Studies Elective Option for additional writing course.

Select one from each of the following groups:

Group A: Select one (3)

English	370	Literature of the Middle Ages	3
	373	Chaucer	3
	375	Seventeenth Century British Literature	3
	377	Eighteenth Century British Literature	3

Group B: Select one (3)

English	361	Major American Writers 1820-1870	3
	362	Major American Writers 1870-1920	3
	378	Romantic Literature	3
	379	Victorian Literature	3
	380	Twentieth Century British Literature	3

Group C: Select one (3)

English	363	American Novel	3
	381	British Novel	3
	382	World Novel	3

Group D: Select one (3)

English	390	Modern Drama	3
	391	Short Story	3
	392	Contemporary Poetry	3

Group E: Select one (3)

English	383	Journeys in Comparative Mythology	3
	385	The Arthurian Tradition	3
	386	Bible As Literature	3
	387	Folk Literature	3
	388	Women's Literature	3
	389	Minority Literature	3
	393	Southern Literature	3
	394	Art of the Motion Picture	3
	399	Special Topics	3
		Subtotal	15

Folklore Studies

The study of folklore and folklife involves examination and analysis of traditional expressive culture in all its forms, including oral and material. In every society, agricultural and industrial, rural and urban, folklore is a vital part of life. In higher education, then, since folklore is a study of the humanist expression which is typically transmitted by tradition, it is related to all departments that deal with literature, art, and music. Since folklore also deals with the entire traditional culture of mankind as manifested in customs and beliefs, it has close affiliations with anthropology, psychology, sociology, history, philosophy, linguistics, design, and pedagogy.

A folklore studies specialization poises the student for graduate studies and professional involvement in such areas as preservation, archiving, teaching, curating, historical parks and museum management, entertainment, and storytelling.

This 19 hour interdisciplinary academic minor, which can be attached to most liberal arts majors, is one of the features of the WV Folklife Center at FSC. Under the School of Language and Literature, the Center is dedicated to the identification, preservation, and perpetuation of our region's rich cultural heritage, through academic studies; educational programs, festivals, and performances; and publications, such as *Traditions: A Journal of West Virginia Folk Culture and Educational Awareness* and *West Virginia Folk News*.

Minor ..... 19 sem. hrs.

Folklore	200	Introduction to Folklore	3
	L200	Field Research/Oral History Techniques	1
	300	Folk Literature	3
	301	Material Culture	3
	302	Regional Cultural Geography and History	3
	*400	Directed Folklore Study	3-6
	401	Folklore Application	3

* Only 3 hrs. are required, but students may wish to heighten their study by extending the hours between 4-6.

French

Students taking French courses enroll in a program aimed at developing skills in reading, speaking, listening and writing. There is instruction in French civilization, culture, and literature, all aimed at an understanding of the French mind. Students preparing to teach French, and those preparing for fields of international relations and business have available a series of courses in conversation and composition to establish these advanced skills.

French Major

B.A. ..... **30 sem. hrs.**
B.A. in Education (Single Teaching Field, Grades 5-12) 33

Required Courses

French	101	Elementary French I	3
	102	Elementary French II	3
	201	Intermediate French I	3
	202	Intermediate French II	3
	311	French Composition and Conversation I	3
	312	French Composition and Conversation II	3
	314	French Civilization and Culture	3
	321	Contemporary Literature	3
	411	Advanced French Composition and Conversation	3
	426	Main Currents of French Literature and Culture	3
	431	Methods and Materials in Teaching French (Required for the B.A. in Education)	3

Minor ..... 24 sem. hrs.
Required Courses ..... **15 sem. hrs.**

French	101	Elementary French I	3
	102	Elementary French II	3
	201	Intermediate French I	3
	202	Intermediate French II	3
	311	French Composition and Conversation I	3
		or	
	312	French Composition and Conversation II	3

Electives selected from any of the remaining French courses listed under the French Major 9

Journalism

The Journalism curriculum provides students with a varied academic program and many choices for practical mass media experience. Academically, students may select from the following Journalism programs:

I. Journalism as a minor compatible with any four-year major in either the bachelor of arts or the bachelor of science degrees. The minor provides non-teaching students with two options: the 18-hour minor applicable to any baccalaureate degree or as a Pre-Journalism program for students planning to transfer to professional journalism schools; and the 18-hour Technical Writing program, applicable also to any baccalaureate degree, for those who want greater concentration in writing and preparation for the variety of commercial and industrial writing and editing careers available to them.

II. Journalism as part of the Regents' degree with a combination of coursework and practical experience dependent upon individual programs and administrative approval.

All of these programs provide additional expertise in journalism through the practical experiences of staff work on the award-winning student publications-The Columns, the college's weekly newspaper, and Mound, the yearbook, both of which consistently achieve national and state recognition for excellence-and by internships at the local newspaper, and radio and television stations where students gain reportorial skills under the supervision of professional journalists.

Students in the Journalism Program should consult the Program Coordinator either before enrolling or before the end of their first semester to determine schedule and sequence of courses. All students in good standing are eligible to apply for staff work on the student publications. Students should consult the Student Publications Advisor and the appropriate editor.

Journalism courses are open as electives to students in any field. Specific courses are required, however, of students in Graphics/Fine Arts (Journalism 240 and 312) and in English Education (Journalism 312). Students in any of these programs should check with the Program Coordinator about course sequence and prerequisites, listed with course descriptions elsewhere in this catalog.

Completion of Journalism 240 and L240 is necessary before enrolling in Journalism 312 and 340. Students should also be able to type before registering for any of these courses.

Because prospective teachers, both elementary and secondary, need to be aware of the impact of mass communications today, they should consider taking one or more of the introductory courses, such as Reporting I, Communications and Society, and the History of American Journalism.

Because they deal with communications skills, English majors may find additional hours in journalism beyond the required reporting course helpful. They should consult journalism faculty about additional courses offered by the department.

The Journalism program has five broad objectives: to develop an awareness of the tremendous impact of the mass media on society; to build a knowledge of the history of communications, its importance, laws, ethics and limitations of its freedom; to provide a knowledge of the tools and methods of the communications media; to evaluate data so as to separate facts and truth from chaff, misleading statements, and outright falsehood; and to give practical experience in writing and producing material so that graduates are prepared for work in print or broadcast journalism.

Pre-Journalism or Journalism Minor,
B.A. and B.S. Degrees ..... 18 sem. hrs.

Journalism	240	Reporting I (and L240)	3
	270	Communications in Society	3
	280	History of American Journalism	3
	312	Publications Process	3
	334	News Photography	3
	340	Internship	3

Journalism Minor-Technical Writing Option ..... 18 sem. hrs.

English	109	Technical Report Writing	3
	330	Semantics and Pragmatics	3
Journalism	240	Reporting I (and L240)	3
	312	Publications Process	3
	340	Internship	3

A minimum of three elective hours must be selected from among these courses:

English	333	Writing Non-Fiction	3
	349	Advanced Technical Communications	3

In addition, the following electives are suggested:

English	333	Writing Non-Fiction	3
	349	Advanced Technical Communications	3
Journalism	334	News Photography	3

Library Science

The library science program is designed to meet the needs of students who desire a minor that will prepare them for positions in public, academic, and special libraries; and students who are interested in preparing for graduate study in librarianship. Moreover, other students, regardless of subject interests, can profitably elect courses from Library Science offerings.

Persons holding the Bachelor of Arts or Bachelor of Science degree with a minor in library science are prepared for employment in academic, public, or special libraries at the associate level. The library associate performs pre-professional tasks that require maturity of judgement, an appreciation of the philosophy of library service and the ability to respond to the needs of people using the library. This minor also provides the prerequisite requirements of many American Library Association accredited schools.

Minor ..... 24 sem. hrs.

English	354	Children's Literature	3
Lib. Science	200	Reference and Bibliography	3
	210	Library Materials for Adolescents	3
	302	Cataloging and Classification	3
	303	Technologies and the Library	3
	304	Organization and Administration	3
	305	Library in the Educational Process	3
	400	Library Practice	3

Spanish

Students taking Spanish courses at Fairmont State College enroll in a program aimed at developing skills in speaking, comprehension, reading and writing. They will also gain an understanding of Hispanic culture both outside and inside of the United States. Students preparing to teach Spanish and those wishing to integrate Spanish into their chosen professions will be able to choose from a variety of courses aimed at helping them reach their career goals.

Bachelor of Arts Degree
Major ..... 36 sem. hrs.

Required Courses ..... 27 sem. hrs.

Spanish	101	Elementary Spanish I	3
	102	Elementary Spanish II	3
	201	Intermediate Spanish I	3
	202	Intermediate Spanish II	3
	301	Spanish Composition and Conversation I	3
	302	Spanish Composition and Conversation II	3
	400	Survey of Latin American Literature	3
	401	Survey of Peninsular Literature	3

Select one of the following:

Spanish	310	Spanish Civilization and Culture	3
	320	Latin American Civilization and Culture	3

Electives ..... 9 sem. hrs.

Students may select from the following list or other courses approved by their advisor.

Spanish	199	Special Topics	3
	200	Language Through Video	3
	250	Spanish for the Medical Professions	3
	251	Spanish for Criminal Justice	3
	252	Spanish for the World Economy	3
	300	Undergraduate Internship	3-6
	350	History of the Spanish Language	3
	402	Independent Study	3-6
	418	US Hispanic Cultures & Literature	3
	431	Methods: Second Language Acquisition	3

Spanish majors are strongly recommended to spend at least one (1) semester abroad in a Spanish-speaking country, preferably but not necessarily in their junior year.

Teaching Field in Spanish
Single Teaching Field, Grades K-12 ..... 36 sem. hrs.

Required Courses ..... 33 sem. hrs.

Spanish	101	Elementary Spanish I	3
	102	Elementary Spanish II	3
	201	Intermediate Spanish I	3
	202	Intermediate Spanish II	3
	301	Spanish Composition and Conversation I	3
	302	Spanish Composition and Conversation II	3
	350	History of the Spanish Language	3
	400	Survey of Latin American Literature	3
	401	Survey of Peninsular Literature	3
	431	Methods: Second Language Acquisition	3

Select one of the following:

	310	Spanish Civilization and Culture	3
	320	Latin American Civilization and Culture	3

Electives ..... 3 sem. hrs.

Students may select from the following list or other courses approved by their advisor.

Spanish	199	Special Topics	3
	200	Language Through Video	3
	300	Undergraduate Internship	3-6
	310	Spanish Civilization and Culture	3
	320	Latin American Civilization and Culture	3
	402	Independent Study	3-6
	418	US Hispanic Cultures & Literature	3

Spanish majors are strongly recommended to spend at least one (1) semester abroad in a Spanish-speaking country, preferably but not necessarily in their junior year.

Minor ..... 24 sem. hrs.

Required Courses:

Spanish	101	Elementary Spanish I	3
	102	Elementary Spanish II	3
	201	Intermediate Spanish I	3
	202	Intermediate Spanish II	3
	301	Spanish Composition and Conversation I	3
	302	Spanish Composition and Conversation II	3

Select one of the following:

	310	Spanish Civilization and Culture	3
	320	Latin American Civilization and Culture	3

Select one of the following:

	400	Survey of Latin American Literature	3
	401	Survey of Peninsular Literature	3

Study Abroad

Students have the option of traveling to a Spanish-speaking country and do research in an approved area of study for which they will receive 3 credit hours (Sp. 402). Students in approved internships (Spanish 300) will receive 3-6 upper division credit hours depending upon the type and duration of the exchange.

Advanced Placement for Foreign Language Majors & Minors

Advanced Placement allows Spanish and French majors and minors with previous experience in the target language to accelerate their program. A placement exam will determine what level the student may begin. Students receiving a "C" for the course at which they are placed may receive credit (not a grade) for lower level courses not taken. If the student does not receive a "C" or better, he/she will not receive credit for lower level courses and must take them to receive credit. There is a maximum of 12 credit hours awarded through advanced placement. All courses numbered 300 and above must be earned credit.

Nursing and Allied Health Administration

Bachelor of Science Degree in Allied Health Administration

(For Students with Associate Degrees in Health Career Programs)

This is a comprehensive program which is designed to provide health professionals with the education to become administrators in health care agencies. The curriculum is directed towards meeting the management, problem solving, finance and interpersonal skills that are common to a variety of health care organizations.

To be eligible for admission to the Bachelor of Science Degree in Allied Health Administration, a student must have an associate degree in a health-care field from a college accredited by a regional association of colleges and schools. The program provides recipients of associate degrees, in a variety of health careers, with the opportunity to continue their education and obtain a Bachelor of Science Degree in Allied Health Administration. An additional intent of the program is to provide career advancement opportunities for those who are already employed in health care organizations.

Requirements include general studies courses and a core curriculum which encompasses accounting, management, problem solving and allied health courses. General studies and required courses should be completed prior to enrolling in the Allied Health courses. See listing of General Studies requirements for a Bachelor of Science degree in front of catalog.

Required Courses ..... 35-36 sem. hrs.

Accounting	201	Principles of Accounting I	3
Allied Health	301	Health Care Organization	3
	302	Management Problems of the Health Care Delivery System	3
	372	Legal and Medical Ethics	3
	401	Practicum and Seminar	4
IS	100	Computer Concepts and Applications	3
Management	209	Principles of Management	3
	308	Personnel Management	3
	390	Human Behavior in Organization	3
(Select one of the following courses)			
Business	310	Statistics	3
		or	
Psychology	240	Statistics	4
		or	
Math	113	Applied Statistics	4
		or	
Physical Science	150	Scientific Problem Solving	3

Elective: (Select one 3 credit offering from the following) ..... 3 sem. hrs.

Allied Health	100	Medical Terminology	3
	341	Death and Dying	3
	399	Special Topics in Allied Health Admin.	1-3
	412	Veterinary Laws and Ethics	1
Biology	101	Principles of Biology	4
	102	Biology of Organisms	4
Business	206	Business Law I	3
Economics	201	Economic Principles and Problems	3
	202	Economic Principles and Problems	3
Management	305	Small Business Management	3
Marketing	204	Marketing	3
OADM.	310	Supervising Office Systems Personnel	3
Philosophy	325	Ethics	3

General Studies Requirements ..... 45-47 sem.hrs.

Nursing

(Bachelor of Science)

The Bachelor of Science in Nursing Program is designed for Registered Nurses who desire a baccalaureate degree in nursing. It provides career mobility for the associate degree and diploma graduate nurse. The program is designed to prepare nurse generalists who possess the professional competence to provide and coordinate care in situations of health promotion, maintenance, and restoration. The program also aims to provide a base for graduate study and to prepare graduates to assume accountability for nursing practice in the roles of clinical generalist, client advocate, leader, manager, research consumer and lifelong learner.

The curriculum is individually designed on the basis of the student's academic background. A minimum of 128 approved credit hours is required. This includes 32 upper division nursing credits. The program can be completed in two full-time academic years if the lower division requirements have been completed in advance. Students may enroll on a full-time or part-time basis. Nursing courses will be offered in the evening when possible. A grade of "C" or above is required in all nursing courses.

The Bachelor of Science in Nursing Program is accredited by the Commission on Collegiate Nursing Education. For further information on accreditation, contact: Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036-1120, (202) 887-6791.

All applicants seeking admission to the Bachelor of Science in Nursing Program are required to:

1. Meet the general admission requirements of Fairmont State College.
2. Hold an unencumbered license to practice as a Registered Nurse in West Virginia.
3. Submit an application for admission, designating the major as Baccalaureate in Nursing, to the Office of Admissions in order to be considered for admission. The following information must also be submitted:
   a. Official high school transcript or GED scores.
   b. Official college or diploma program transcripts.
   c. Short résumé including education and work experience since graduation.
   d. Evidence of current CPR certification (must be provided prior to beginning clinical courses).
   e. Completed health form and/or meet clinical agency requirements.
4. Complete successfully lower division requirements as indicated prior to admission to clinical nursing courses.
5. Have transfer courses evaluated by the Registrar's Office.
6. Graduates of a diploma nursing program will receive credit for lower division nursing courses by successfully completing 14 credits in the nursing major with a grade of "C" or better.

Registered Nurses who have not completed the required lower division courses are encouraged to contact the Department of Nursing for advisement purposes.

The following courses are required for completion of this program. Credit for some courses may be earned by examination. All

required support courses must be completed prior to or concurrently with Nursing 440. Admission to the program is required for enrollment in clinical nursing courses.

Courses marked with an asterisk must be completed prior to admission to the BSN nursing courses. The Bachelor's Degree in Nursing offers an option of School Nurse Certification. Education 200 and the School Nurse Track in Nursing 440 are required for this program.

Required Support Courses ..... 5-8 sem. hrs.

Communication Skills			
*English	104	Written English I	3
*English	108	Written English II	3
Speech	100	Intro to Speech Com	3
Literature			
English 220, 221		Literature of the Western World I, II, or	
English 230, 231		Introduction to Literature I, II	6
Fine Arts			
Art	255	Art Appreciation, or	
Music	205	Music Appreciation, or	
Theatre	100	Theatre Appreciation	2
Social Sciences			
Economics	200	Economics	3
		or	
	201	Economic Principles and Problems	
*Pol. Sci.	103	American Government	3
*Psychology			
	101	Introduction to Psychology	3
Psychology	240	Statistics	4
*Sociology	110	General Sociology	3
Natural Sciences			
*Biology	170	Anatomy and Physiology	4
*Biology	205	Technical Microbiology	4
*Chemistry	101	General Chemistry	4
Chemistry	102	General Chemistry	4
Mathematics			
Math 107 or other Math Course meeting General Studies Requirements			3
Management			
Management			
	209	Principles of Management, or	
	308	Personnel Management	3
INDS	100	Race, Class, and Gender	3
**Education	200	Introduction to Education	3
		Elective	1

*Courses marked with an asterisk must be completed prior to enrolling in Nursing 350. Chemistry 101 required prior to enrollment in Nursing 360.

** School Nurse candidates only.

Required Nursing Courses ..... 32 sem. hrs.

Nursing	320	Health Assessment	4
	330	Health Deviations	3
	350	Professional Nursing Concepts	3
	360	Complex Nursing Situations	4
	400	Research in Nursing Practice	3
	410	Community Health Nursing	6
	430	Leadership and Management in Nursing Practice	3
	440	Nursing Practicum	6

Associate Degree Nursing Credits ..... 37 sem. hrs.
Total ..... 128 sem. hrs.

Returning BSN seeking School Nurse Certificate

Nursing	441	School Nurse Practicum	4
Education	200	Introduction to Education	3

Nursing

(Associate of Science)

The mission of the Associate Degree Nursing program is to provide quality nursing education to people in north central West Virginia and beyond. The program is designed to prepare graduates for a challenging and satisfying career as a nurse. The curriculum includes a balance of nursing and non-nursing courses. Students have the opportunity to apply nursing theory and skills in the campus laboratory as well as in clinical settings which may include hospitals in Morgantown, Clarksburg, and Fairmont as well as nursing homes, a rehabilitation center, schools, clinics, and physician's offices. The psychiatric nursing experience takes place in Weston and Morgantown during the summer. Students are expected to provide their own transportation to all clinical experiences.

Fairmont State's associate degree nursing program is designed to produce a graduate who is able to:

1. Initiate client care using critical thinking skills to make reasoned decisions.
2. Practice social and professional accountability and responsibility.
3. Synthesize knowledge from nursing and the physical, biological, behavioral, and social sciences to implement the nursing process.
4. Establish effective therapeutic communication with clients.
5. Demonstrate competency in therapeutic nursing interventions.
6. Coordinate client care functioning in the multiple roles of care provider, teacher, communicator, manager, and member of the profession.

An impartial scoring system is employed to rank applicants to the nursing program based on ACT or SAT scores, high school or college grade point average or GED scores, grades in chemistry, biology, and algebra, and college courses required for the nursing program if applicable. Early admission is possible for applicants who submit the required materials and score at or above 90%. Information sessions are available on campus and application information is available through the College home page at *www.fscwv.edu*. Applicants who are not admitted must reapply if they wish to be considered for the next academic year.

To be considered for admission to the nursing program, the applicant must submit the following information to the Director of Admissions:

1. Meet the general admission requirements of Fairmont State College including a minimum 2.0 GPA
2. Submit FSC and Nursing applications, ACT or SAT scores, official high school transcript or GED scores, official college and/or LPN transcript if applicable.
3. Demonstrate successful completion of chemistry, biology and algebra in high school (1 year) or college (1 semester). Physical Science 102 (2 Cr. Chemistry) meets the chemistry requirement, DS 105 (Algebra) meets the algebra requirement.
4. Minimum score of 19 ACT Math (SAT 460) and 18 ACT English (450) or have successfully completed DS 105 and/or DS 107. See Admissions" section of catalog for other testing options for math and English.

To remain in the nursing program, a student must receive a grade of"C"or above in every nursing course and in every required support course. Failure to meet either of these requirements will result in dismissal from the program. Readmission is on the basis of re-application and readmission. Repeat of nursing courses is

limited to one course and only one repeat.
Graduates of the program are eligible to take the National Council Licensing Examination. (NCLEX), for licensure as a registered nurse. Candidates for licensure in West Virginia must meet the legal requirements delineated in the West Virginia Code, Chapter 30, Article 7, Section 6 and 11. These requirements include:

1. Is of good moral character.
2. Has completed an approved four year high school course of study or the equivalent thereof.
3. Has completed an accredited program of registered professional nursing education and holds a diploma of a school accredited by the board.
4. Has not been convicted of a felony or violated any standards listed in 30-7-11 of the WV Code for Registered Nurses.

The associate degree nursing program is accredited by the West Virginia Board of Examiners for Registered Professional Nurses and the National League for Nursing Accreditation Commission, 61 Broadway- 33rd floor, New York, N.Y. 10006, telephone 800-669-1656 Ext. 153.

Model Schedule

Nursing — 69 sem. hrs.

		Semester 1 (Fall)	
English	104	Written English	3
Nursing	101	Fundamentals of Nursing	6
FSM	220	Diet Therapy	3
Biology	170	Anatomy and Physiology	4
			16
		Semester 2 (Spring)	
Psychology	101	Introduction to Psychology I	3
Nursing	103	Medical-Surgical Nursing	8
Biology	205	Technical Microbiology	4
Allied Health	106	Introduction to Pharmacology	3
			18
		Summer Session	
Nursing	201	Psychiatric Nursing	5
			5
		Semester 3 (Fall)	
English	108	Written English	3
Sociology	110	Introduction to Sociology	3
Nursing	202	Medical-Surgical Nursing	8
Nursing	204	Trends in Nursing	2
			16
		Semester 4 (Spring)	
Pol. Sci.	103	American Government	3
Nursing	205	Maternity Nursing (8 weeks)	4
	206	Nursing of Children (8 weeks)	4
INDS	100	Race, Class, and Gender	3
			14

Articulation for Licensed Practical Nurses

Licensed practical nurses who are admitted to the Associate Degree Nursing Program may be eligible for credit by examination or articulation for the following courses:

Nursing	101	Fundamentals of Nursing	6
FSM	220	Diet Therapy	3
AH	106	Introduction to Pharmacology	3
Biology	170	Anatomy and Physiology	4

Licensed Practical Nurses admitted to the program take Nursing 102, "Transition for Licensed Practical Nurses."

Science and Mathematics

(Biology, Chemistry, Computer Science, Geology, Mathematics, Physical Science, Physics)

Biology

Students who major in biology select one of the following degree programs: (1) the Bachelor of Science degree as preparation for employment, professional school or graduate study, or (2) the Bachelor of Science degree with biotechnology specialization as preparation for employment, professional school, or graduate study, (3) Bachelor of Arts in Education degree with a specialization in biology as preparation for teaching biology in grades 9-12.

Students are required to complete basic courses in biology designed to provide a comprehensive understanding of living organisms. Electives allow students flexibility to gain additional knowledge in an area of interest. No minor is required for biology majors.

In addition to meeting the graduation requirements listed for the B.S. in Biology or B.A. in Education degree, students must also: (1) obtain a grade of "C" or better in Biology 105,106, 202, and 203, (2) successfully complete an assessment exam the semester before applying for graduation.

Bachelor of Science Degree

Major ..... **68 sem. hrs.**
Required Courses ..... **56 sem. hrs.**

Biology	105	Biological Principles I	4
	106	Biological Principles II	4
	202	General Botany	4
	203	General Zoology	4
	306	Fundamentals of Ecology	4
	369	Animal Physiology	4
		or	
	370	Plant Physiology	4
	380	Genetics	4
	390	Molecular Biotechnology	4
	485	Senior Seminar	2
Chemistry			
	105, 106	Chemical Principles	10
	201, 202	Organic Chemistry	8
Math	185	Applied Calculus I	
		or	
	190	Calculus I	4

Biology Electives 12

Biology Electives - Students must take at least three elective courses from at least two different areas listed below.

Cellular/Molecular Area

Biology	360	Biochemistry	4
	420	Developmental Biology	4

Organismal Area

Biology	311	Advanced Botany I	4
	312	Advanced Botany II	4
	315	Invertebrate Zoology	4
	316	Invertebrate Zoology	4

Population/Community Area

Biology	330	Aquatic Ecology	4
	331	Terrestrial Ecology	4

Other biology courses that are available to meet the 128 hour graduation requirements include:

Biology	199	Special Topics in Biology	1-4
	201	Global Ecology	4
	224	Microbiology	4
	285	Tropical Studies	4
	340	Evolution	4
	350	Comparative Vertebrate Anatomy	4
	495	Problems in Biological Sciences.	2

Minor ..... 24 sem. hrs.

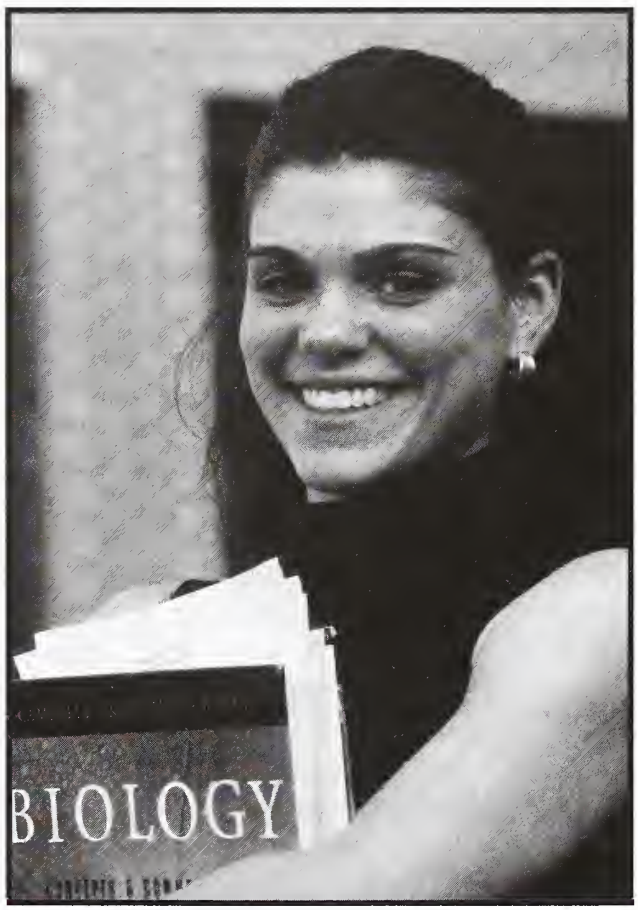
Biology	105	Biological Principles I	4
	106	Biological Principles II	4
	202	General Botany	4
	203	General Zoology	4
		Electives*	8

*Electives can be selected from any biology course 199 or higher.

Teaching Field in Biology

Single Teaching Field, Grades 9-12 ..... **48 sem. hrs.**
Required in Biological Science

Biology	105	Biological Principles I	4
	106	Biological Principles II	4
	202	General Botany	4
	203	General Zoology	4



	306	Fundamentals of Ecology	4
	380	Genetics	4
Chem.	105, 106	Chemical Principles	10
Geology	102	Historical Geology	4
Mathematics			
	112	College Algebra or higher	3
Physics	101	Introduction to Physics	4
Phys. Sci.	431	Meth. and Mat. in Teaching Science (offered second semester of each year)	3

All courses must be completed prior to admission to the Initial Performance Practicum.

Chemistry

Two programs are available for students who wish to specialize in chemistry:

(1) The B.S. degree with a major in chemistry provides a well-balanced program of courses in the major fields of chemistry, as well as mathematics and physics. A student completing this program will be able to compete with graduates of most colleges and universities for positions in industry, federal agencies, and graduate schools in chemistry.

(2) The B.A. in Education with a teaching field in chemistry equips the graduate to teach chemistry in any secondary school or to pursue graduate studies in Science Education.

Major-Bachelor of Science Degree ..... 65 sem. hrs.

Required Courses ..... 62 sem. hrs.

Chemistry			
	105,106	Chemical Principles	10
	201,202	Organic Chemistry	8
	205	Analytical Chemistry	4
	208	Introduction to Organic Analysis	2
	301,302	Physical Chemistry	8
	321	Advanced Integrated Laboratory I	1
	322	Advanced Integrated Laboratory II	1
	415	Instrumental Analysis	3
	440	Advanced Organic Chemistry	3
	450	Advanced Inorganic Chemistry	3
	460	Seminar	1
	471	Advanced Integrated Laboratory III	1
	472	Advanced Integrated Laboratory IV	1
		*Elective	3
Physics	101, 102	Introduction to Physics	8
Math**	185	Applied Calculus I	4
		or	
	190	Calculus I	4
	186	Applied Calculus II	4
		or	
	315	Calculus II	4

*Must be selected from 400 level chemistry courses.

** Students who do not meet the prerequisites for Math 185 or 190 will be required to take Math 112 and/or Math 115.

Minor ..... 22 sem. hrs.

Required Courses

Chemistry			
	105, 106	Chemical Principles	10
	201, 202	Organic Chemistry	8
	205	Analytical Chemistry	4

Teaching Field in Chemistry

Single Teaching Field, Grades 9-12 ..... 38 sem. hrs.

Chem.	105, 106	Chemical Principles	10
	201	Organic Chemistry	4
	205	Analytical Chemistry	4
	301	Physical Chemistry	4
	321	Advanced Integrated Laboratory I	1
Math*	185	Applied Calculus I	4
		or	
	190	Calculus I	4
Physics	101, 102	Introduction to Physics	8
Phys. Sci.	431	Meth. and Mat. in Teaching Science (offered spring semester only)	3

*Students who do not meet the prerequisites for Math 185 or 190 will be required to take Math 112 and/or Math 115. All courses in the single teaching field must be completed prior to admission to the Initial Performance Practicum.

Computer Science

Students may complete the B.S. in Computer Science in preparation for immediate employment in a software development position or in preparation for graduate studies. Because of rapid changes in this field, requirements are designed to provide students with a fundamental understanding of those concepts of computer science which will enable them to adapt to any current computing environment.

Computer Science Major ..... 50 sem. hrs.

CS	102	Principles of Programming I	3
	108	Principles of Programming II	3
	200	Principles of Programming III	3
	201	Machine Organization	3
	215	Software Design and Development with Ada	3
	230	Java and Internet Applications	3
	270	Data Structures, Algorithms and OOP I	3
	300	Computer Graphics	3
	310	Artificial Intelligence	3
	370	Data Structures, Algorithms and OOP II	3
	410	Database Management	3
	420	Selected advanced Topics	
		or	
	421	Computer Science Special Topics	3
Math	170	Introduction to Analysis	4
	190	Calculus I	4
	200	Mathematical Logic	3
	216	Discrete Mathematics	3

NOTES: Students should attempt to complete CS-102, CS-108, and Math-170, and Math 216 by the end of their freshman year. Students already having credit for Math 115-Trigonometry and Elementary Functions and Calculus I may use Math 212-Sets, Relations and Functions as an alternative to Math 170.

Computer Science Minor ..... 19 sem. hrs.
Required Courses ..... 13 sem. hrs.

CS	102	Principles of Programming I	3
	108	Principles of Programming II	3
	200	Principles of Programming III	3
Math	170	Math Analysis	4

In addition select any two of the following CS courses: ..... 6 sem. hrs.

CS	201	Machine Organization	3
	215	Software Design and Development with Ada	3
	230	Java and Internet Applications	3
	270	Data Structures, Algorithms and OOP I	3

Students may not minor in Computer Science when majoring in Information Systems.

Geology

Geology is offered as a fulfillment of the General Studies requirement and as an integral part of various science-oriented teaching fields.

Mathematics

Students who major in Mathematics have the option of selecting one of the following degree programs: (1) the Bachelor of Science degree in Mathematics as a preparation for work in computing or for graduate study in mathematics or computer science, (2) the Bachelor of Arts in Education degree with a 5-12 comprehensive teaching field as preparation for teaching Mathematics. Math 190, 315, 316, and 361 are required for either degree and should be completed early in the program.

It is expected that students will present a minimum of four units of high school mathematics including two units of algebra, one unit of integrated geometry (or equivalent), and a fourth unit requiring algebra and geometry as prerequisites. Students who present less than this expected preparation may be required to complete appropriate lower level courses in addition to the stated requirements.

Students should consult with their advisor concerning credit for prerequisites and special examinations for course credit.

Major (B.S. Degree) ..... 47-49 sem. hrs.

Required Courses ..... **27 sem. hrs.**

Math	190	Calculus 1	4
	200	Mathematical Logic	3
	212	Sets, Relations and Functions	3
	315	Calculus II	4
	316	Calculus III	4
	335	Probability and Statistics	3
	361	Abstract Algebra	3
	362	Linear Algebra	3

Related Courses ..... **11-13 sem. hrs.**

CS	102	Principles of Programming I	3

Any General Studies Laboratory Science Sequence 8-10

Principles of Biology 101 and
Biology of Organisms 102
or
Introduction to Zoology 185 and
Introduction to Botany 190
or
General Chemistry 101 and 102 or
Chemical Principles 105 and 106
or
Physical Geology 101 and
Historical Geology 102 or
Introduction to Environmental Geology 103
or
Introduction to Physics 101 and 102 or
Principles of Physics 105 and 106

Electives ..... 9 sem. hrs.

(At least one of the following courses must be selected: Math 375, 391,411, or 413.)

Math	206	Introduction of Theory of Numbers	3
	214	History of Mathematics	3
	216	Discrete Mathematics	3
	336	Probability and Statistics	3
	342	Numerical Analysis	3
	372	Modern Geometry	3
	375	Topology	3
	391	Real Analysis	3
	401	Differential Equations	3
	411	Advanced Calculus	3
	413	Introduction to Complex Analysis	3
CS	108	Principles of Programming II	4

Minor ..... 24 sem. hrs.

Required Courses ..... **12 sem. hrs.**

Math	190	Calculus 1	4
	315	Calculus II	4
	316	Calculus III	4

Electives to be selected with advisor's approval. Four courses are to be selected from the following with at least one from each group and two at the 300 level or above.

Group I

Math	216	Discrete Math	3
	335	Probability and Statistics I	3
	336	Probability and Statistics II	3
	342	Numerical Analysis	3
	362	Linear Algebra	3
	401	Differential Equations	3

Group II

Math	200	Mathematical Logic	3
	206	Introduction to Theory of Numbers	3
	212	Sets, Relations and Functions	3
	214	History of Mathematics	3
	361	Abstract Algebra	3
	372	Modern Geometry	3
	375	Topology	3
	391	Real Analysis	3
	411	Advanced Calculus	3
	413	Introduction to Complex Variables	3

Mathematics Subject Specialization 5-9 ..... **22 sem. hrs.**
(General mathematics through Algebra I)

Math	110	Mathematics for Elem. Teachers I	3
	170	Introduction to Mathematical Analysis	4
	210	Mathematics for Elem. Teachers II	3
	323	Mathematics for Elem. Teachers III	3
	212	Sets, Relations and Functions	3
	*431	Methods and Materials in Teaching Mathematics	3
CS	100	Concepts of Computing	
		or	
CS	102	Principles of Programming I	3

Comprehensive Teaching Field 5-12 ..... 36 sem. hrs.

Math	190	Calculus I	4
	212	Sets, Relations and Functions	3
	216	Introduction to Discrete Mathematics	3
	315	Calculus II	4
	316	Calculus III	4
	335	Probability and Statistics	3

	361	Abstract Algebra	3
	362	Linear Algebra	3
	372	Modern Geometry	3
	*431	Meth. and Mat. Teaching Math	3
CS	102	Prin. of Programming I	3

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.

Physics-Physical Science

The Department of Physics-Physical Science offers a minor field for students obtaining a Bachelor of Science or a Bachelor of Arts degree. Instruction is offered for students entering professions where a fundamental knowledge of physics is required.

The B.A. in Education degree with a specialization in secondary-school physics is offered with emphasis on promoting inquiry and further study as competency in teaching.

Minor, B.A. and B.S. Degrees ..... 30 sem. hrs.

Required Courses

Physics 101, 102		Introduction to Physics I, II	8
		(Physics 105/106 strongly recommended in place of Physics 101/102.)	
	310	Electricity and Electronics	4
	325	Advanced Physics I	4
	335	Advanced Physics II	4
	340	Special Problems	2
Math 185 or 190		Applied Calculus I or Calculus I	4
		(or TEC 290 - Engineering Analysis I)	
186 or 315		Applied Calculus II or Calculus II	4
		(or TEC 300 - Engineering Analysis II)	

Teaching Fields in Physics and General Science
Single Teaching Field
Physics Single Teaching Field, grades 9-12 ..... 43 sem. hrs.

Chemistry			
	*101, 102	General Chemistry I, II	8
		(Chemistry 105/106 strongly recommended in place of Chemistry 101, 102.)	
Physics	*105, 106	Principles of Physics I, II	10
	*201	Demonstration in Physics	2
	*310	Electricity and Electronics	4
	*325, 335	Advanced Physics I, II	8
Math	*185	Applied Calculus I	4
		or	
	190	Calculus I	4
		(or TEC 290 - Engineering Analysis I)	
	*186	Applied Calculus II	4
		or	
	315	Calculus II	4
		(or TEC 300 - Engineering Analysis II)	
Phys. Sci.	*431	Methods and Materials in Teaching Science	3
		(offered second semester of each year)	

General Science Single Teaching Field 5-12 ..... 38 sem. hrs.

Biology	105	Biological Principles I	4
	106	Biological Principles II	4
Chemistry			
	*105-106	Chemical Principles	8
Geo.	*101-102	Physical Geology, Historical Geology	8
Physics	*101-102	Introduction to Physics	8
	*202	Astronomy	3
Phys. Sci.	*431	Meth. and Mat. in Teaching Science	3

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.

Social Science

(Criminal Justice, Geography, History, Philosophy, Political Science, Psychology, Social Studies, and Sociology)

Criminal Justice (Bachelor of Science)

Criminal justice refers to the structure, functions, and decision-making process of agencies that deal with the management and control of crime and criminal offenders. As an independent academic discipline, criminal justice is comparatively new. Interest in criminal justice education was spurred by the "war of crime" during the middle and late 1960's and the resulting massive federal funding for the upgrading of criminal justice agencies, technology, programming and for education of criminal justice personnel.

The Bachelor of Science Degree in criminal justice allows the student to choose an area of concentration, either law enforcement or corrections. Majors will be assigned an advisor who will assist in selection of courses relevant to individual interests and career aspirations.

General Studies Requirements ..... 45 sem. hrs.
Required CJ Courses ..... 24 sem. hrs.

CJ	100	Introduction to Criminal Justice	3
	101	Police Operations	3
	202	Principles of Criminal Law I	3
	206	Introduction to Corrections	3
	212	Abnormal Behavior and Crisis Intervention	3
	240	Adjudication Process	3
	320	Criminology	3
	410	Research in Criminal Justice	3
		or	
	425	Evaluation of the Criminal Justice System	3

Required Courses in Human Behavior and Social Environment ..... 21 sem. hrs.
(Minimum of one course in 3 fields)

Geography	315	Urban Geography	3
History	319	Recent America	3
Pol. Sci.	204	Introduction to Public Administration	3
	205	State and Local Government	3
	304	American Const. Government and Law	3
	404	Civil Liberties in the U.S.	3
Psychology	210	Personal Adjustment	3
	230	Social Psychology	3
	250	Community Psychology	3
	300	Abnormal Psychology	3
	494	Interpersonal Dynamics	3
	495	Psychology of Delinquency	3
Sociology	200	Social Problems	3
	300	Human Behavior and Social Environment	3
	310	Sociology of the Family	3
	340	Juvenile Delinquency	3
	450	Minority Groups	3

Criminal Justice Concentrations (Select One)

Law Enforcement ..... 15 sem. hrs.
(Must include a minimum of 12 hours of 300-400 level courses.)

CJ	199	Special Topics	1-6
	201	Traffic Law Enforcement	3
	204	Police Defense Tactics	1
	205	Natural Resources Laws	3
	209	Firearms	3
	215	Introduction to Private Security	3
	218	Police Administration	3
	220	Juvenile Justice Process	3
	236	Criminal Investigation	3
	246	Criminal Evidence	3
	300	Criminalistics	3
	305	Changing Roles of Women in Criminal Justice	3
	316	Community Relations and Ethics	3
	325	Analysis of Security Operations	3
	330	Group Disturbances	3
	335	Analysis of Police Operations	3
	340	Laws of Arrest, Search and Seizure	3
	350	Group Techniques	3
	365	Licit and Illicit Drugs	3
	370	Economic Crime	3
	399	Special Issues in Criminal Justice	3-9
	401	Independent Study	1-6
	405	Terrorism	3
	410	Research in Criminal Justice	3
	411	Field Practicum	3-12
	415	Community Policing	3
	425	Evaluation of the Criminal Justice System	3
	495	Seminars in Criminal Justice Management	1-3

Corrections ..... 15 sem. hrs.
(Must include a minimum of 12 hours of 300-400 level courses.)

CJ	199	Special Topics	1-6
	204	Police Defense Tactics	1
	209	Firearms	3
	220	Juvenile Justice Process	3
	225	Law of Corrections	3
	236	Criminal Investigation	3
	246	Criminal Evidence	3
	300	Criminalistics	3
	305	Changing Roles of Women in Criminal Justice	3
	316	Community Relations and Ethics	3
	340	Laws of Arrest, Search and Seizure	3
	350	Group Techniques	3
	355	Analysis of Correctional Operations	3
	360	Community Based Corrections	3
	365	Licit and Illicit Drugs	3
	399	Special Issues in Criminal Justice	3-9
	401	Independent Study	1-6
	405	Terrorism	3
	410	Research in Criminal Justice	3
	411	Field Practicum	3-12
	425	Evaluation of the Criminal Justice System	3
	495	Seminars in Criminal Justice Management	1-3

Minor B.A. and B.S. degrees ..... 18 sem. hrs.

CJ	100	Introduction to Criminal Justice	3
	101	Police Operations	3
	206	Introduction to Corrections	3

Approved CJ Electives (6 hours 300-400 level) 9

Geography

Geography minors have the opportunity to: (1) acquire an introductory background of geography; (2) analyze and explain the interrelations between man and the environment including the physical, cultural, economic, political activities and problems, and the resource base; and (3) study spatial variations in physical, social, economic and political phenomena of major world regions.

Minor B.A. and B.S. Degrees ..... 18 sem. hrs.

Required Courses in Geography

	210	Introduction to Geography	3
	305	Economic Geography	3
	315	Urban Geography	3
Electives		Any other courses in Geography or Geology	9

History (Bachelor of Arts/Bachelor of Science)

Every field of thought and activity has a history, which is the pattern of its development through time. The work of the historian is to discover patterns of development and to combine them into a coherent exposition and interpretation of human existence. This is done by reasoning inductively from evidences of the past, such as written documents, verbal testimony, and significant physical remains.

The great advantages of historical study are:

(1)Emphasis on developmental and evolutionary aspects of human experience.

(2)Examination of many different fields of human activity.

(3)Freedom to select from insights and methods of many other fields.

Students who plan to pursue graduate study in history are encouraged to complete the Bachelor of Arts degree program.

Major (B.A./B.S. Degree) ..... 60 sem. hrs.

Required Courses (B.A./B.S.) ..... 45 sem. hrs.

History

	107, 108	United States History I, II	6
	211, 212, 213	World Civilizations I, II, III	9
	498	Senior Seminar	3
	*302-499	Advanced History Electives	27

Additional Requirements (B.A. Degree) ..... 15 sem. hrs.

English	322	Narrative and Descriptive Writing	3
		or	
	333	Writing Non-Fiction	3
Foreign Language Requirement			12

Additional Requirements (B.S. Degree) ..... 15 sem. hrs.

IS	100	Computer Concepts and Applications	3
English	322	Narrative and Descriptive Writing	3
		or	
English	333	Writing Non- Fiction	3
Political Science			
	240	Nonparametric Statistics	3

Also select two courses from the following list:

Economics	200	Economics	3
English	382	The World Novel	3
Philosophy	250	The Great Philosophers	3
	325	Ethics	3
Political Science			
	200	Introduction to Political Science	3
	304	American Constitutional Government and Law	3
Psychology	220	History of Psychology	3
	230	Social Psychology	3
Sociology	100	Race, Class, and Gender	3
	300	Human Behavior and Social Environment	3
	360	Methods of Social Research	3
	111	Introduction to Anthropology	3

*Advanced electives are selected with advisor's approval and must include at least three courses from each of the two groups listed below. Advanced electives may be taken only if the prerequisite is met or if the instructor's permission is obtained prior to registration.

Group I. United States History

302	West Virginia	3
310	Diplomatic History of the United States	3
315	Colonial America	3
316	The Early Republic	3
317	Civil War and Reconstruction	3
318	Gilded Age to the Great Crash	3
319	Recent America	3
333	Social History of the American Woman	3
344	African-American History and Culture	3

Group II. World History and Topical Studies

351	History of England	3
352	History of Russia	3
405	History of Africa	3
410	History of Asia	3
420	History of Latin America	3
425	Medieval Europe	3
431	Recent Europe	3
455	Revolutions in History	3
475	Philosophy of History	3

Minor ..... 21 sem. hrs.

Required Courses

107, 108	United States History I, II	6

Select two of the following courses:

211, 212, 213	World Civilizations I, II, III	6
	History Electives	9

Select three courses from Group I-United States History, and Group II-World History and Topical Studies. One course must be taken from each area.

Philosophy

Philosophy is neither dogma, nor advice for daily living, nor a body of comforting truisms nor to explain it away. Rather, philosophy examines the premises on which systematic thought may rest; it explores the types of thought that may be produced in such areas of concern as ethics, politics, aesthetics, metaphysics, and epistemology; and it evaluates the advantages and penalties inherent in various modes and systems of thought. Thus philosophy encourages the thinking person to think well; to develop self-conception and world-view, values, expectations, commitments and loyalties in a rational and realistic manner.

Minor B.A. and B.S. Degrees ..... 15 sem.hrs.

Required Courses

200	Introduction to Philosophy	3
250	Great Philosophers	3
	Philosophy Electives	9

Political Science (Bachelor of Arts)

The political science curriculum is designed to provide an understanding of the political process in its many manifestations, including among other things: (1) the structure of government institutions; (2) the political behavior of individuals and groups; (3) the study of public problems characteristic of modern societies; and (4) a consideration of the interrelationships of institutions at different levels of our own government as well as those of others.

The principal objectives of the department of Political Science are: (1) to lay the basis for an understanding of governmental and administrative processes for those individuals planning public service careers in national, state, or local government; (2) to convey a facility for the substance and methods of the study of government and politics as preparation for graduate work in political science or public administration; and (3) to provide thorough preprofessional training for those students anticipating law school.

Courses offered in the department allow students to concentrate in broad fields and to develop more specialized programs reflecting their particular interests. Generally 100-200 level courses are survey courses and 300-400 level courses are specific topic courses. While both the major and minor in political science typically consist of necessary introductory work, the departmental faculty strongly urges students to take Political Science 240 and 470. Programs should be planned in consultation with an advisor, and students are encouraged to explore a variety of courses.

Major ..... 36 sem. hrs.

Required Courses ..... 21 sem. hrs.

	103	American Government	3
	200	Introduction to Political Science	3
	201	Principles of International Relations	3
	203	Comparative Government	3
	240	Nonparametric Statistics	3
	340	Political Science Research Methods	3
	470	Seminar in Political Science	3

Required Electives ..... 15 sem. hrs.
Advanced Political Science courses are to be chosen with advisor's approval.

Minor ..... 18 sem. hrs.

Required Courses

	103	American National Government	3
	200	Introduction to Political Science	3
		Electives	
		Any other Political Science Courses	12

Public Administration Minor ..... 21 sem. hrs.

Pol. Sci.	204	Introduction to Public Administration	3
Finance	201	Introduction to Finance	3
Management			
	209	Principles of Management	3
	308	Personnel Management	3
Sociology	360	Methods of Social Research	3
In addition select 6 hours from the following:			
Pol. Sci.	205	State and Local Government	3
Management			
	390	Human Behavior in the Organization	3
	409	Quantitative Management	3
Business	310	Statistics	3
	412	Applied Business Research	3

International Studies Minor ..... 21 sem. hrs.
Required Courses ..... 12 sem. hrs.

Business	320	International Business	3
Geography	305	Economic Geography	3
Philosophy	350	Comparative Religions	3
Political Science			
	201	Principles of International Relations	3

Restricted International Studies Electives ..... 9 sem. hrs.
(Select from at least two disciplines)

Biology	201	Global Ecology	3
	285	Tropical Studies	3
Economics	308	International Economics	3
English	381	The British Novel	3
	382	The World Novel	3
French	314	French Civilization and Culture	3
Geography	340	Geography of Europe	3
	350	Geography of Latin America	3
Geography	360	Geography of Africa	3
	370	Geography of Asia	3
History	310	Diplomatic History of the United States	3
	351	History of England	3
	352	History of Russia	3
	405	History of Africa	3
	410	History of Asia	3
	420	History of Latin America	3
	431	Recent Europe	3
	455	Revolutions in History	3
Philosophy	325	Ethics	3
Political Science			
	203	Comparative Government	3
	321	U.S. Foreign Policy	3
	350	International Law and Organization	3
	393	Future Global Crises	3
	405	Terrorism	3
	406	International Problems	3
411, 412, 413		Area Studies	3
Sociology	301	Ethnology	3
Spanish	310	Spanish Civilization and Culture	3
	320	Latin American Civilization and Culture	3

Psychology (Bachelor of Science)

The psychology curricula represent the dynamic flux that psychology, the science of behavior, possesses in the evolution of academia and society. The psychology curricula has been established to provide a strong foundation of applied and theoretical knowledge for those students anticipating future graduate work in various areas of psychology, social work, and counseling. Students who are preparing for the areas of medicine and law also utilize the psychology major.

All psychology majors are required to complete the courses that fall under the General Core Coursework (40 hours). Psychology majors are encouraged to select a number of elective specialized psychology courses that could serve to expand their breadth of knowledge in particular areas of psychological interest.

General Core Courses (Required for Majors)

Psychology	101	Introduction to Psychology	3
	220	History & Systems of Psychology	3
	230	Social Psychology	3
	240	Statistics	4
	300	Abnormal	3
	310	Experimental	3
	330	Developmental	3
	350	Biophychology	3
	370	Theories of Learning	3

	390	Foundations of Psychology	3
	400	Psychometrics	3
	410	Theories of Personality	3
	460	Seminar	3
			40 hours

**Psychology majors may choose courses from either the Community Service or the Industrial Personnel specialized courses to satisfy their future professional needs.

Psychology majors interested in enhancing community service delivery knowledge and skills are encouraged to take six to twelve hours from the following specialized courses.

Psychology	250	Community Psychology	3
	399	Special Topics	3
	480	Directed Studies	1-3
	490	Directed Research	1-3
	491	Psychopathology of Childhood and Adolescence	3
	493	The Psychology of Aging	3
	494	Interpersonal Dynamics	3
	495	Delinquency	3
	497	Practicum	3
	485	Advanced Psychometrics	3

Psychology majors interested in enhancing skills relevant to industrial personnel careers are encouraged to take six to twelve hours from the following specialized courses.

Psychology	260	Industrial and Personnel	3
	360	Cognitive Psychology	3
	480	Directed Studies	3
	490	Directed Research	3
	481	Methods	3
	485	Advanced Psychometrics	3
	487	Practicum	3

Psychology Minor

The Psychology minor may offer students the opportunity to enhance their major academic area with an emphasis in behavioral understanding and insight. The psychology minor's greatest strength and usefulness is a well-coordinated adjunct to the declared discipline of intense study. To insure the selection of relevant courses, students interested in obtaining a psychology minor should discuss their plans with a psychology faculty member.

Minor Required Courses

Psychology	101	Introduction to Psychology	3
Any two courses from the 200 level			6
Any three courses from the 300 or 400 level			9
			18 hours

*Students must meet any prerequisite requirements before taking courses.

Social Studies (Bachelor of Arts in Education)

The Social Studies 5-12 Comprehensive Specializations is intended for those students preparing to teach in elementary, middle, or secondary schools. This degree program leads to a B.A. in Education and is designed to provide the interdisciplinary foundation necessary for teachers entering an integrated social curriculum. Students desiring to teach a particular subject, such as history, should augment the core requirements with appropriate elective hours.

Teaching Fields in Social Studies

Social Studies Comprehensive 5-12 ..... 60 sem. hrs.
Required Courses

History	107, 108	United States History I, II	6
	211, 212,213	World Civilizations I, II, III	9
	302	West Virginia	3
	319	Recent America	3
	431	Recent Europe	3
Economics	200	Economics	3
Geography	210	Introduction to Geography	3
		305, 315, 330, 340, 350, 360, 370	3
Pol. Sci.	103	American Government	3
	200	Introduction to Political Science	3
Sociology	110	Introductory Sociology	3
	301	Ethnology	3
Soc. Sci.	*431	Meth. and Mat. of Teaching Social Studies	3
	*499	Interdisciplinary Seminar	3

Select one of the following options:

Option 1: Social Science Advanced Studies ..... 9 sem. hrs.

These advanced studies in the social sciences allow prospective teachers to explore and under the state guidelines for teacher education and the corresponding competencies in greater depth than in introductory core courses. These may be chosen from:

Economics 202, 301, 302, 303
Geography 305, 315, 330, 340, 350, 360, 370
History-All Courses
Philosophy-6 hours maximum-200, 250, 300, 325, 350, 475
Political Science 201, 203, 205, 303, 304, 305, 306, 307, 310, 404, 410, 411, 412, 413
Psychology 101, 102, 210, 230, 250, 300, 330, 393, 410, 491, 493, 494, 495
Sociology 200, 230, 310, 330, 340, 430, 450

Option 2: A second teaching field outside the social sciences, grades 5-12.

*Social Science 431 and 499 must be completed prior to admission to the Initial Performance Practicum and are offered only in the fall semester.

Sociology (Bachelor of Science)

General Emphasis Program

The General Emphasis Program will expand a student's ability to question and understand various forms of social interaction in social and cultural systems. Here the department will provide knowledge of the substantive areas of sociology and anthropology, the use of concepts and research techniques of sociological investigation, and background in sociological theory.

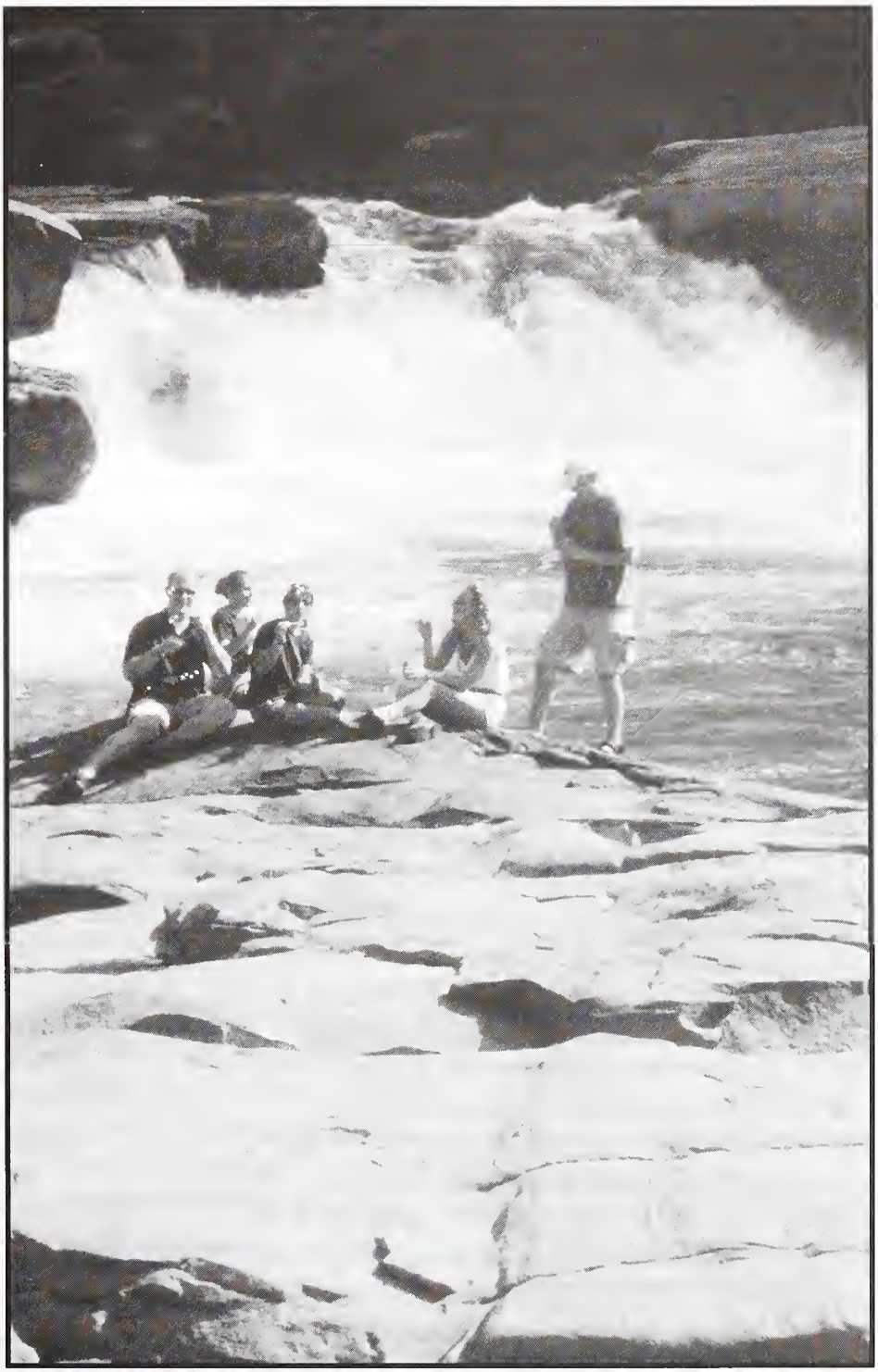
Major, General Emphasis ..... 30 sem. hrs.

Required Courses

	110	Introductory Sociology	3
	200	Social Problems	3
	240	Nonparametric Statistics	3
	301	Ethnology	3
	360	Methods of Social Research	3
	470	Sociological Theory	3
Electives in Sociology with consent of advisor			12
Any two courses from 200 level			6
Any two courses from 300 or 400 level			6

Minor, General Emphasis ..... 18 sem. hrs.

Required Courses ..... 9 sem. hrs.
110 Introductory Sociology 3
200 Social Problems 3
301 Ethnology 3
Electives in Sociology 9



Technology

(Aviation Technology, Engineering Technologies, Family and Consumer Sciences, Graphics Technology)

Bachelor of Science in Aviation Technology

The Bachelor of Science in Aviation Technology is offered to students whose career objective is the management and operation of airside activities in the aviation industry. The program provides the graduate with technical competence in an aviation related career as well as the skills needed to assume supervisory responsibilities. There are three areas of specialization in this degree: Aviation Maintenance Management, Avionics Maintenance Management, and Aviation Administration with a Flight option. Students articulating into a baccalaureate degree program through an associate degree, will not be permitted to enroll in senior level baccalaureate technical courses until they have obtained the related associate degree.

Aviation Common Core ..... 27-30 sem. hrs.

AM	301	Aviation History	3
	302	Aviation Law	3
	303	Airline Operations	3
	304	Aviation Maintenance Management	3
	305	General Aviation Operations	3
	307	Aviation Safety	3
	402	Fiscal Aspects of Aviation	3
MFG	*250	Total Quality and SPC	3
Management			
	209	Principles of Management	3
	390	Human Behavior in Organizations	3

*Not required for the Aviation Maintenance Management Option

Airway Science Technology ..... 133 sem. hrs.

This option prepares students to pursue a career as an electronics technologist within the Federal Aviation Administration. The electronic technologist designs, installs, and maintains the specialized electronic equipment used in the national airspace system. This program was designed to meet the rigid requirements of the Federal Aviation Administration for Airway Science programs.

Aviation Common Core ..... **30 sem. hrs.**
Technical Specialty Courses ..... **84 sem. hrs.**
Additional General Studies Courses ..... **19 sem. hrs.**

Technical Specialty Courses

AM	100	Aircraft Flight Theory	3
AV	202	Instrument Landing Systems	3
	204	Aircraft Navigation System	3
	206	Aircraft Communication Systems	3
DRF	100	Engineering Graphics	3
Chemistry	101	General Chemistry I	4
CS	101	Applied Technical Programming	3
Economics	200	Economics	3
ELE	100	Circuit Analysis I	3
	210	Circuit Analysis II	3
	215	Basic Transistors	3
	220	Linear Electronics	3
	230	Digital Electronics	3
	250	AC/DC Machinery and Controls	3
	270	Microcomputers	3
English	109	Technical Report Writing	
		or	
Business	251	Business Communications	3
Math	101	Applied Technical Mathematics I	3
	102	Applied Technical Mathematics II	3
Physics	101	Introduction to Physics I	4
	102	Introduction to Physics II	4
Pol. Science	103	American Government	3
Psychology	101	Introduction to Psychology I	3
	240	Statistics	4
Sociology	110	Introduction to Sociology	3
TEC	290	Engineering Analysis I	4
	300	Engineering Analysis II	4

Aviation Administration ..... 128 sem. hrs.

This option prepares the student for employment in administrative areas with companies in and related to the aviation industry. Typical positions include airport manager, fight dispatcher, station management, flight scheduler, crew coordinator, air cargo administration, aviation marketing and air traffic controller.

Aviation Common Core ..... **30 sem. hrs.**
Technical Specialty Courses ..... **76 sem. hrs.**
Additional General Studies Courses ..... **22 sem. hrs.**

Technical Specialty Courses

Accounting	201	Principles of Accounting	3
AM	100	Aircraft Flight Theory	3
	102	Introduction to Air Traffic Control	3
	210	Aviation Meteorology	3
	211	Airport Management	3
	213	Airport Planning and Development	3
	214	Advanced Air Traffic Control	3
Economics	200	Economic Principles and Problems	3
English	109	Technical Report Writing	3
CS	101	Applied Technical Programming	3
Marketing	204	Marketing	3
	320	Advertising	3
	411	Marketing Management	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Psychology	101	Introduction to Psychology	3
Physics	101	Introduction to Physics	4
	102	Introduction to Physics	4
SAF	201	Safety and Environmental Components of Industry	3
	202	Safety Techniques and Practices in Modern Accident Prevention	3
Sociology	110	Introductory Sociology	3
Speech Communication			
	369	Communication in Organizations	
		or	
	361	Speaking for Business and Professionals	3
		Aviation Electives	6
		Elective	2

Flight Options: Students will substitute the following courses in lieu of AM 100, 210, and 399 for a Flight Option in the Aviation Administration degree.

AM	101	Private Pilot Technology	3
	201	Instrument Pilot Technology	3
	300	Commercial Pilot Technology	3

+Flight Fees for students to obtain their private, commercial, or instrument license must be paid in the amount of $5,700.00 during the semester in which you enroll in the class.

Minors

Aviation Administration ..... 21 sem. hrs.

Required Courses

AM	100	Aircraft Flight Theory	3
	102	Introduction to Air Traffic Control	3
	211	Airport Management	3
	303	Airline Operations	3
	305	General Aviation Operations	3

Select two courses from the following:

AM	213	Airport Planning and Development	3
	301	Aviation History	3
	302	Aviation Law	3
	307	Aviation Safety	3
	401	Trends & Current Issues in Aviation	3

Flight ..... 18 sem. hrs.

Required Courses

AM	101	Private Pilot Technology	3
	301	Aviation History	3
	302	Aviation Law	3
	305	General Aviation Operations	3

Select two courses from the following:

AM	211	Airport Management	3
	213	Airport Planning and Development	3
	214	Advanced Air Traffic Control	3
	303	Airline Operations	3
	307	Aviation Safety	3

Aviation Maintenance Management ..... 137 sem. hrs.

This option prepares the student for entry level management positions in the maintenance field with airlines, aviation manufacturers, repair stations, and fixed based operators. All graduates must have obtained the FAA Airframe and Power-plant License. This program is approved by the Federal Aviation Administration and meets the requirements of Federal Aviation Regulation 147.

Aviation Common Core ..... **27 sem. hrs.**
Technical Specialty Courses ..... **89 sem. hrs.**
Additional General Studies Courses ..... **22 sem. hrs.**

Technical Specialty Courses

AP	101	Intro. to Aviation Maintenance	3
	102	Aircraft Basic Science	3
	103	Aviation Shop Practices	3
	105	Aircraft Utility Systems	3
	106	Aircraft Information Systems	3
	109	Aircraft Electronics	3
	201	Reciprocating Engines and Systems	3
	202	Aircraft Sheet Metal Structures	3
	203	Reciprocating Engine Maintenance and Return to Service	5
	204	Propeller Systems	3
	205	Turbine Engines and Systems	3
	206	Aircraft Fluid Power Landing Gear Systems	3
	207	Turbine Engine Maintenance and Return to Service	3
	208	Cabin Atmosphere Control Systems	3
	209	Aircraft Flight Control Systems	3
	210	Non Metallic Structures	3
	404	Advanced Composite Structures or	
AM	405	Advanced Non Destructive Testing	3
AV		Aviation Elective	3
AV	110	Aircraft Power Generation and Distribution Systems	3
Economic	200	Economic Principles and Problems	3
English	109	Technical Report Writing	3
CS	101	Applied Technical Programming	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Physics	101	Introduction to Physics	4
	102	Introduction to Physics	4
Psychology	101	Introduction to Psychology	3
Sociology	110	Introductory Sociology	3

Avionics Maintenance Management ..... 128 sem. hrs.

This option prepares the student for entry level management positions in the avionics field with airlines, aircraft and avionics manufacturers, repair stations, and fixed base operators. All graduates must have obtained the FCC General Radio Telephone License.

Aviation Common Core ..... **30 sem. hrs.**
Technical Specialty Courses ..... **73 sem. hrs.**
Additional General Studies Courses ..... **25 sem. hrs.**

Technical Specialty Courses

AM	100	Aircraft Flight Theory	3
AV	102	Principles of Radio Transmitters and Receivers	3
	110	Aircraft Power Generation and Distribution Systems	3
	200	Electronics Flight Management Systems	3
	202	Instrument Landing Systems	3
	204	Aircraft Navigation Systems	3
	206	Aircraft Communications Systems	3
	208	Avionics Maintenance Practices	2
	209	Aircraft Pulse and Radar Systems	3
	210	FCC License Preparation	2
Economic	200	Economic Principles and Problems	3
ELE	100	Circuit Analysis I	3
	200	Electronic Shop Practices	3
	210	Circuit Analysis II	3
	215	Basic Transistors	3
	230	Digital Electronics	3
English	109	Technical Report Writing	3
CS	101	Applied Technical Programming	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Sociology	110	Introductory Sociology	3
Physics	101	Introduction to Physics	4
	102	Introduction to Physics	4
Psychology	101	Introduction to Psychology	3
		Elective	1

Avionics Minor* ..... 20 sem. hrs.

AV	102	Principles of Radio Transmitters and Receivers	3
	200	Electronic Flight Management Systems	3
	202	Instrument Landing Systems	3
	204	Aircraft Navigation Systems	3
	206	Aircraft Communication Systems	3
	209	Aircraft Pulse and Radar Systems	3
	210	FCC License Preparation	2

* Restricted to Electronics Engineering Technology Majors

Bachelor of Science in Engineering Technology

Students working toward the Bachelor of Engineering Technology degree will be primarily concerned with applying established scientific and engineering knowledge and method. A strong background in mathematics and science is recommended for entry into this program. The curriculum, including general education courses in business, the humanities, science and math, emphasizes the relationships of the various disciplines to technological processes in industry.

Applicants for the B.S. degree in architectural engineering technology, civil engineering technology, electronics engineering technology, manufacturing engineering technology, mechanical engineering technology, and graphics technology must complete the corresponding A.S. or A.A.S. degree or have graduated from an approved high school with at least a 2.75 grade point average and achieved a minimum ACT composite score of 19 (SAT 910). Students articulating into a baccalaureate degree program through an associate degree, will not be permitted to enroll in senior level baccalaureate technical courses until they have obtained the related associate degree.

Architectural Engineering Technology ..... 128 sem. hrs.

Requirements—Architecture ..... 93 sem. hrs.

Architectural			
	130	Architectural History I	3
	160	Architectural History II	3
	210	Design I	4
	225	Architectural CADD	3
	250	Design II	4
	300	Design III	4
	310	Construction Details and Materials	4
	320	Site Planning	3
	350	Design IV	4
	420	Urban Design	3
	430	Mechanical and Electrical Systems	3
	450	Design V	4
	460	Design VI	4
Art	111	Art Fundamentals	3
CIV	210	Light Construction	4
	220	Construction Materials and Methods	4
	290	Introduction to Structures	3
CS	101	Applied Technical Programming	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
MEC	100	Statics	3
	200	Strength of Materials	4
Physics	101	Introduction to Physics	4
	102	Introduction to Physics	4
		Arch Drawing Elective	3
		Arch Electives	6

Civil Engineering Technology (TAC of ABET Accredited) ..... 129 sem. hrs.

Requirements - Civil ..... 101 sem. hrs.

Chemistry	101	General Chemistry	4
Physics	101	Introduction to Physics	4
Chemistry	102	General Chemistry	4
		or	
Physics	102	Introduction to Physics	4
CIV	200	Introduction to Surveying	3
	210	Light Construction	4
	220	Construction Materials and Methods	4
	230	Construction Estimating	3
	240	Construction, Land and Route Surveying	3
	275	Civil Engineering Graphics	3
	280	Environmental Engineering Technology I	3
	290	Introduction to Structures	3
	305	Hydraulics and Hydrology	3
	340	Soil Mechanics and Environmental Geotechnics	4
	*400	Highway Design and Transportation	3
	410	Structural Analysis	3
	420	Construction Planning and Administration	3
	440	Structural Design	3
	460	Environmental Engineering Technology II	3
	470	Advanced Soil Mechanics and Foundation Design	3
Drafting	270	Fundamentals of CAD	3
English	109	Technical Report Writing	3
Economics	200	Economics	3
IS	100	Computer Concepts and Applications	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
MEC	100	Statics	3
	200	Strength of Materials	4
	320	Dynamics	3
Physical Science			
	103	Geology	2
TEC	290	Engineering Analysis I	4
	300	Engineering Analysis II	4

*Not required for the Environmental Emphasis

Environmental Emphasis ..... 133 sem. hrs.

SAF	201	Safety and Environmental Components of Industry	3
		or	
	325	Environmental Hazard Control	3
	350	Environmental Engineering Technology: Hazardous Waste	4
		or	
	450	Environmental Engineering Technology: Air	4

Electronics Engineering Technology (TAC of ABET Accredited) ..... 130 sem. hrs.

Requirements-Electronics ..... 99 sem. hrs.

Chemistry	101	General Chemistry	4
CS	101	Applied Technical Program	3
Drafting	100	Engineering Graphics	3
English	108	Written English II	3
	109	Technical Report Writing	3
ELE	100	Circuit Analysis I	3
	200	Electronics Shop Practices	3
	210	Circuit Analysis II	3
	215	Basic Transistors	3
	220	Linear Electronics	3
	230	Digital Electronics	3
	240	Industrial Electronics	3
	250	AC-DC Machinery and Controls	3
	260	Communications Systems	3
	270	Microcomputer Systems	3
	280	Programmable Controllers	3
	300	Advanced Linear Electronics	3
	310	Advanced Microcomputer Systems	3
	400	Senior Electronics Project	3
	410	Data Acquisition and Control Systems	4
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
MFG	250	Total Quality and SPC	3
Physics	101	Introduction to Physics	4
	102	Introduction to Physics	4
SAF	201	Safety and Environmental Components of Industry	3
TEC	290	Engineering Analysis I	4
	300	Engineering Analysis II	4

Technology Electives (Advisor approved) 9
General Electives (Advisor approved) 3

Minor —Electronics Engineering Technology ..... 19 sem. hrs.

ELE	100	Circuit Analysis I 3
	210	Circuit Analysis II 3
	230	Digital Electronics 3
	270	Microcomputers 3
	310	Advanced Microcomputer Systems 3
Physics	101	Introduction to Physics 4

Graphics Technology ..... 128 sem. hrs.
Electronic Publishing/Imaging Specialization ..... sem. hrs.

DRF	100	Engineering Graphics 3
	270	Fundamentals of CAD 3
English	104	Written English I 3
	108	Written English II 3
	220/221	Literature of the Western World I, II or
	230/231	Introduction to Literature I, II 6
Fine Arts		Elective 2
GCT	100	Graphic Communications Processes 3
	150	Computer Applications to Graphics 3
	200	Introduction to Desktop Publishing 3
	210	Graphics-Methods and Materials 3
	225	Basic Photography 3
	230	Layout and Design 3
	235	Layout and Design II 3
	250	Graphics Practicum 4
	265	Estimating and Cost Analysis 3
	270	Screen Printing Techniques 3
	280	Electronic Publishing 3
	290	Electronic Art 3
	305	Production (Electronic Publishing/ Imaging 3
	310	Advanced Photography 3
	400	Computer Animation and Multimedia 3
	410	Special Topics - Graphics 3
IS	100	Computer Concepts and Applications 3
Journalism	312	The Publication Process 3
Math	107	Fundamental Concepts 3
OADM.	100	Microcomputer Keyboarding ..... 3 or
	101	Beginning Typewriting/Keyboarding 3
PE	100	Fitness and Wellness 2
Physical Science		Electives 8
Social Science		Elective 12
Speech Communication		
	100	Intro. to Speech Com 3
TEC	101	Introduction to Technology 3
Technology		Electives (Advisor approved) 15
		Free Electives 4

Printing Management Specialization ..... 128 sem. hrs.

Accounting	201	Principles of Accounting 3
DRF	100	Engineering Graphics 3
Economics	200	Introduction to Economics 3
English	104	Written English I 3
	108	Written English II 3
	220/221	Literature of the Western World I, II or
	230/231	Introduction to Literature I, II 6
Fine Arts		Elective 2
GCT	100	Graphic Communications Processes 3
	150	Computer Applications to Graphics 3
	200	Introduction to Desktop Publishing 3
	210	Graphics-Methods and Materials 3
	225	Basic Photography 3
	230	Layout and Design 3
	235	Layout and Design II 3
	250	Graphics Practicum 4
	255	Advanced Imaging Transfer 3
	265	Estimating and Cost Analysis 3
	270	Screen Printing Techniques 3
	275	Production (Offset, Screen Printing) 3
	280	Electronic Publishing 3
	310	Advanced Photography 3
	410	Special Topics - Graphics 3
IS	100	Computer Concepts and Applications 3
Math	107	Fundamental Concepts 3
MFG	250	Total Quality and SPC 3
	270	Inventory Management/MRP 3
	285	Just-In-Time/Technologies 3
Management		
	305	Small Business Management 3
MKT	205	Salesmanship 3
PE	100	Fitness and Wellness 2
Physical Science		Electives 8
SAF	201	Safety and Environmental Components of Industry 3
Social Science		Elective 9
Speech Communication		
	100	Intro. to Speech Communication 3
TEC	101	Introduction to Technology 3
	280	Leadership 3
		Electives (Advisor approved) 6
		Elective 1

Minor-Graphics Technology ..... 21 sem. hrs.

GCT	100	Graphic Communications Processes 3
	200	Introduction to Desktop Publishing 3
	210	Graphics-Methods and Materials 3
	225	Basic Photography 3
	230	Layout and Design 3
	240	Graphic Arts Photography 3
	265	Estimating and Cost Analysis 3

Manufacturing Engineering Technology ..... 135 sem. hrs.
Requirements-Manufacturing ..... 107 sem. hrs.

CS	101	Applied Tech. Programming 3
Chemistry	101	General Chemistry 4
	102	General Chemistry 4
DRF	100	Engineering Graphics 3
	255	Tool Design 4
	270	Fundamentals of CAD 3
ELE	100	Circuit Analysis I 3
	250	AC-DC Mach & Controls 3
English	109	Technical Report Writing 3
Math	101	Applied Tech. Math I 3
	102	Applied Tech. Math II 3
MEC	100	Statics 3
	200	Strength of Materials 4
	220	Fluid Mechanics 3
MFG	100	Materials and Processes 3
	110	Machine Shop 4
	205	Engineering Economy 3
	250	Total Quality and SPC 3
	260	Master Planning/Systems 3
	270	Inventory Management/MRP 3
	280	Production Activity Control/CRP 3
	285	Just-In-Time/Technologies 3
	290	Statistical Process Control 3
	295	Methods Measurement 3
	315	Welding 4
	410	Metallurgy 3
Psychology	101	Introduction to Psychology 3
	240	Statistics 4

TEC	203	Manufacturing I	3
	290	Engineering Analysis I	4
	302	Manufacturing II	3
		Technology Elective	3
SAF	201	Safety and Environmental Components of Industry	3
		Elective	1

Mechanical Engineering Technology (TAC of ABET Accredited) ..... 133 sem. hrs.

Requirements-Mechanical ..... 100 sem. hrs.

English	109	Technical Report Writing	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Physics	101	Introduction to Physics	4
	102	Introduction to Physics	4
Chemistry	101	General Chemistry	4
	102	General Chemistry	4
CS	101	Applied Technical Program	3
DRF	100	Engineering Graphics	3
	235	Technical Drafting	3
	270	Fundamentals of CAD	3
ELE	100	Circuit Analysis I	3
	250	AC-DC Machinery and Controls	3
MEC	100	Statics	3
	200	Strength of Materials	4
	210	Thermodynamics I	3
	220	Fluid Mechanics	3
	240	Machine Design I	3
	300	Thermodynamics II	3
	320	Dynamics	3
	330	Heat Transfer I	3
	340	Heating, Air Conditioning and Ventilation	3
	400	Mechanical Measurements	3
	410	Thermodynamics III	3
	430	Heat Transfer II	3
MFG	100	Materials and Processes	3
TEC	290	Engineering Analysis I	4
	300	Engineering Analysis II	4
		Technology Electives (Advisor approved)	9

Safety/Environmental Engineering Technology ..... 128-131 sem. hrs.

Common Core ..... 50 sem. hrs.

English	104	Written English I	3
	108	Written English II	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
Chemistry	101	General Chemistry	4
	102	General Chemistry	4
IS	100	Computer Concepts and Applications	3
MFG	100	Materials and Processes	3
Psychology	101	Introduction to Psychology	3
SAF	201	Safety and Environmental Components of Industry	3
	202	Safety Techniques and Practices in Modern Accident Prevention	3
	250	Safety Compliance in Construction and General Industry	3
	260	Fire Prevention and Inspection	3
	301	Introduction to Industrial Hygiene	3
	302	Industrial Hygiene and Toxicology	3
	325	Environmental Hazard Control	3

Safety

Common Core ..... 50 sem. hrs.
Required Courses ..... 56 sem. hrs.
Additional General Studies Courses ..... 22 sem. hrs.

Biology	170	Anatomy and Physiology	4
English	109	Technical Report Writing	3
MEC	100	Statics	3
MFG	250	Total Quality and SPC	3
Physics	101	Introduction to Physics	4
	102	Introduction to Physics	4
Psychology	240	Statistics	4
SAF	303	Industrial Hygiene Applications and Practices	4
	310	Human Factors in Accident Prevention	3
	330	Safety and Environmental Law	3
	410	Safety Engineering Design	3
	425	System and Process Safety Engineering	3
	440	Managing and Evaluating Safety Programs	3
TEC	290	Engineering Analysis I	4
		Technology Electives	6

Environmental Specialization

Common Core ..... 50 sem. hrs.
Required Courses ..... 60 sem. hrs.
Additional General Studies Courses ..... 22 sem. hrs.

Biology	101	Principles of Biology	4
	102	Principles of Biology	4
	201	Global Ecology	4
CIV	280	Environmental Engineering Technology I	3
	460	Environmental Engineering Technology II	3
MEC	100	Statics	3
MFG	250	Total Quality and SPC	3
Physics	101	Introduction to Physics	4
Psychology	240	Statistics	4
SAF	303	Industrial Hygiene Applications and Practices	4
	330	Safety and Environmental Law	3
	350	Environmental Engineering Technology: Hazardous Waste	4
	410	Safety Engineering Design	3
	425	System and Process Safety Engineering	3
	450	Environmental Engineering Technology: Air	4
	441	Managing and Evaluating Safety Programs	3
TEC	290	Engineering Analysis I	4

Fire Safety Option (AAS Fire Fighters graduates only)

Required Courses ..... 55 sem. hrs.
Additional General Studies Courses ..... 24 sem. hrs.

Management	209	Principles of Management	3
Phy. Sci.	102	Chemistry	2
SAF	350	Environmental Engineering Technology: Hazardous Waste	4
TEC		Elective	3
		On-the-Job Training	13
		Approved Fire Fighters Apprenticeship	30

Safety/Environmental Minor ..... 21-22 sem. hrs.

SAF	201	Safety and Environment Components of Industry	3
	202	Safety Techniques and Practices in Modern Accident Prevention	3
	250	Safety Legislation and Compliance Operations	3
	260	Fire Prevention and Inspection	3

	301	Introduction to Industrial Hygiene	3
	325	Environmental Hazard Control	3
Elective		Select one of the Following Courses	3-4
Biology	170	Anatomy and Physiology	4
Psychology	240	Statistics	4
MEC	100	Statics	3

Technology Minor B.A. and B.S. Degree ..... 23 sem. hrs.

ELE	100	Circuit Analysis I	3
DRF	100	Engineering Graphics	3
MFG	100	Materials and Processes	3
	250	Total Quality and SPC	3
SAF	201	Safety and Environmental Components of Industry	3
Technology Electives (Advisor approved)			8

Teaching Fields in Technology

Technology Education-Comprehensive 5-12 ..... 129 sem. hrs.
Required Courses ..... 59 sem. hrs.

DRF	270	Fundamentals of CAD	3
IS	100	Computer Concepts and Applications	3
Math	101	Applied Technical Math I	3
	102	Applied Technical Math II	3
MFG	100	Materials and Processes	3
TEC	100	Technology and Society	3
	104	Technology Design and Problem Solving	3
	150	Control Technology	3
	202	Transportation I	4
	203	Manufacturing I	4
	204	Construction I	4
	301	Communication	4
	302	Manufacturing II	4
	303	Transportation II	4
	304	Construction II	4
	331	Organization and Administration of Technology Education	4
	431	Methods and Materials for Teaching Technology Education	3

Technology Education 5-12
(Single Teaching Emphasis) ..... 32 sem. hrs.

MFG	100	Materials and Processes	3
TEC	104	Technology Design and Problem Solving	3
	150	Control Technology	3
	203	Manufacturing I	4
	301	Communication	4
	303	Transportation II	4
	304	Construction II	4
	331	Organization and Administration of Technology Education	4
	431	Methods and Materials for Teaching Technology Education	3

Family and Consumer Sciences

Family and Consumer Sciences is the study of interrelated areas which prepare individuals for various professional careers. A B.S. in Family and Consumer Sciences as well as a B.A. in Teacher Education are degrees granted from programs which include the arts and the sciences. The programs focus on improving the quality of life for the individual and for the family. A broad-based curriculum addresses the needs of individuals and families through education in the areas of clothing and textiles, human development and the family, foods and nutrition, management in the family and consumer economics, housing, home furnishings and equipment. Family and Consumer Sciences provides a strong interdisciplinary base to prepare individuals and families to meet the challenges of contemporary society.

Careers available for graduates of this program include human services in the community, in business (private and public), in extension, and in government. It also serves as a background degree for a student who desires to do graduate work and become a specialist in child development, foods and nutrition, consumerism and management, clothing and textiles, or housing and design. The Child Development, Family and Consumer Specialist, Fashion Merchandising, Hospitality and Restaurant Management, and Interior Design specializations include an Associate Degree. The curriculum for the B.S. in Family and Consumer Sciences, which includes the related associate degree, offers specializations in:

Child Development	Family and Consumer Specialist
Fashion Merchandising	Interior Design
Hospitality and Restaurant	Management

Child Development Specialization ..... 128 sem. hrs.
Required Courses 24 sem. hrs. .....

FCS	315	Management in the Family	3
	335	Parenting	3
	383	Social and Emotional Development of Children	3
	400	Senior Seminar I	1
	401	Senior Seminar II	1
	492	Child Development Internship	4
		FCS Core Electives	9
General Studies Requirements			28 sem. hrs.
A.A.S. Degree Child Care			66 sem. hrs.
Electives			10 sem. hrs.

Family and Consumer Specialist ..... 128 sem. hrs.
Required Core Courses ..... 49 sem. hrs.

FCS	101	Principles of Clothing Construction	3
	103	Clothing and Culture	3
	201	Principles of Food Selection and Preparation	3
	202	Meal Management	3
	210	Textiles	3
	240	Introduction to Infant and Toddler Development	3
	250	Design in Home Furnishings	3
	310	Family Life Education	3
	312	Consumer Economics	3
	315	Management in the Family	3
	316	Household Equipment	3
	318	Management Problems in the Family	2
	320	Housing in Society	3
	330	Introduction to Pre-schooler Development	3
	331	Adolescent Development	3
	400	Senior Seminar I	1
	401	Senior Seminar II	1
FSM	110	Nutrition	3
General Studies Requirements			45 sem. hrs.
Minor/Electives			34 sem. hrs.

Fashion Design Specialization ..... 129 sem. hrs.
Required Courses ..... 36 sem. hrs.

AD	375	Professional Practice in Applied Design	4
Business	205	Small Business Fundamentals	3
	320	International Business	3
Economics	201	Economic Principles and Problems	3
FCS	400	Senior Seminar I	1
	401	Senior Seminar II	1
Management	308	Human Resource Management	3

Marketing	204	Principles of Marketing	3
	210	Distribution and Logistics Management	3
	220	Advertising and Sales Promotion	3
		FCS Core Electives	9

General Studies Requirements ..... 28 sem. hrs.
A.A.S. Degree in Applied Design ..... 65 sem. hrs.

Hospitality and Restaurant Management ..... 128 sem. hrs.
Required Courses ..... 17 sem. hrs.

Business	206	Business Law	3
FCS	400	Senior Seminar I	1
	401	Senior Seminar II	1
		FSC Core Electives	3
FSM	323	Advanced Quality Foods	3
	328	Food Purchasing, Menu Planning, and Cost Controls	3
Management			
	209	Principles of Management	3

Electives ..... 18-20 sem. hrs.
A.A.S. Degree in Food Service Management ... 65 sem. hrs.
General Studies Requirements ..... 26-28 sem. hrs.

Interior Design Specialization ..... 128 sem. hrs.
Required Courses ..... 32 sem. hrs.

AD	375	Professional Practice in Applied Design	4
ARCH	130	Architectural History I	3
	160	Architectural History II	3
	200	Graphics	3
	210	Design I	4
	250	Design II	4
FCS	400	Senior Seminar I	1
	401	Senior Seminar II	1
		FCS Core Electives	9

General Studies Requirements ..... 31 sem. hrs.
A.A.S. Degree in Applied Design ..... 65 sem. hrs.

Minor
Family and Consumer Sciences ..... 21 sem. hrs.

FCS	103	Clothing and Culture	3
	201	Principles of Food Selection and Preparation	3
	310	Family Life Education	3
	312	Consumer Economics	3
	320	Housing in Society	3
	330	Introduction to Pre-schooler Development	3
FSM	110	Nutrition	3

Curriculum for B.A. in Education Teaching Field: Comprehensive Family and Consumer Sciences

Students are prepared to teach in Family and Consumer Sciences programs, adult roles and functions, occupational education, and career education in secondary, post-secondary and adult levels.

Single Teaching Field, Grades 5-12
Required Courses ..... 128 sem. hrs.

Clothing-Textiles

FCS	101	Principles of Clothing Construction	3
	103	Clothing and Culture	3
	210	Textiles	3

Human Development and the Family

FCS	240	Introduction to Infant and Toddler Development	3
	310	Family Life Education	3
	331	Adolescent Development	3
	332	Child Development Problems	3

Foods-Nutrition

FSM	110	Nutrition	3
FCS	201	Principles of Food Selection and Preparation	3
	202	Meal Management	3

Management-Consumer Economics

FCS	312	Consumer Economics	3
	315	Management in the Family	3
	318	Management Problems in the Family	2

Housing, Furnishings, Equipment

FCS	250	Design in Home Furnishings	3
	316	Household Equipment	3
	320	Housing in Society	3

Professional Development

FCS	400	Senior Seminar I	1
	401	Senior Seminar II	1

Education

FCS	431	Methods and Materials in Teaching Family and Consumer Sciences	3

General Studies Requirements ..... 45 sem. hrs.
Education Requirements ..... 31 sem. hrs.

Interdisciplinary Programs
(Forensics, Interdisciplinary Studies)

Forensics
(Bachelor of Science)

The Forensics degree consists of two majors. The Forensic Science major includes Criminal Justice, Biology, Chemistry, Physics and Interdisciplinary courses, and prepares students for graduate school and/or employment in forensic science laboratories as criminalists, performing laboratory analysis of physical evidence, conducting crime scene investigations, and testifying as expert witnesses. The Forensic Psychology major, drawing upon Criminal Justice and Psychology, prepares students both for graduate programs and for careers in psychology, social work, law enforcement, and corrections. Candidates for both majors must complete the General Studies requirements and the major requirements. A minor area of study is not required with the Forensic Psychology major due to the comprehensive nature of the program's specialized course work. Students completing the requirements for the Forensic Science major will automatically complete a minor in Chemistry.

Students pursuing the Forensic Science major will be assigned academic advisors from the School of Science and Mathematics, Department of Chemistry. Forensic Psychology majors will be assigned advisors from the School of Social Sciences, Department of Psychology.

Forensic Science Major ..... 128-131 sem. hrs.
General Studies ..... 35 sem. hrs.
Required Courses ..... 78-81 sem. hrs.

Biology	105	Principles of Biology I	4
	106	Principles of Biology II	4
	170	Anatomy and Physiology	4
	380	Genetics	4
	390	Molecular Biology	4
Chemistry	105	Chemical Principles I	5
	106	Chemical Principles II	5
	201	Organic Chemistry I	4
	202	Organic Chemistry II	4
	205	Analytical Chemistry	4
Math	112	College Algebra	3
		or	
	115	Trigonometry and Elementary Functions	3
		or	
	185	Applied Calculus I	4
		or	
	190	Calculus I	4
	113	Applied Statistics	4
CJ	100	Introduction to Criminal Justice	3
	236	Criminal Investigation	3
	246	Criminal Evidence and Procedure	3
	300	Criminalistics	3
	410	Research in Criminal Justice	3
	411	Field Practicum	3
Physics	101, 102	Introduction to Physics I, II	8
		or	
	105, 106	Principles of Physics I, II	10
INDS	401	Seminar in Forensic Science	3
		Electives	15 sem. hrs.

The required science courses satisfy the general studies science requirement, the choice of Math 112 or 115 or 190 satisfies the general studies math requirement and the Applied Statistics course satisfies four hours of general studies elective hours. Electives will normally be upper-level courses and must be chosen in consultation with the Forensic Sciences advisor. Students interested in graduate school will need to complete additional upper-level science courses.

Note: ACT Math prerequisites for Math 112, 113, Physics 101 and Chemistry 105 are listed in the catalog under the course description for each course. Students entering with an ACT Math score of 21 or higher, two units of high school algebra, one unit of high school geometry and one unit of high school trigonometry will be prepared for all four courses. Students not meeting this list of prerequisites will need to take specific additional courses and should consult with an advisor from the chemistry department immediately.

Forensic Psychology ..... 129 sem. hrs.
General Studies ..... 45 sem. hrs.
Required Courses ..... 79 sem. hrs.

CJ	100	Introduction to Criminal Justice	3
	101	Police Operations	3
	206	Introduction to Corrections	3
	236	Criminal Investigation	3
	246	Criminal Evidence and Procedures	3
	320	Introduction to Criminology	3
	350	Group Techniques	3
	360	Community Based Corrections	3
Psychology	101	Introduction to Psychology I	3
	102	Introduction to Psychology II	3
	210	Personal Adjustment	3
	230	Social Psychology	3
	240	Statistics	4
	300	Abnormal	3
	310	Experimental	3
	330	Developmental	3
	350	Physiological	3
	370	Theories of Learning	3
	400	Psychological Assessment	3
	410	Theories of Personality	3
	460	Seminar I	3
	460	Seminar II	3
	491	Psychopathology-Childhood & Adol.	3
	495	Delinquency	3
	497	Practicum I	3
	498	Practicum II	3

Computer Forensics

The Minor or Certificate of Completion in Computer Forensics provides a basic knowledge for those students and practitioners who have an interest in criminal justice and computer crime investigation.

Computer Forensics ..... 18 sem. hrs.
Required Courses

CJ	203	Computer Crime: Legal Issues and Investigative Procedures	3
IS	205	Information Technology-Hardware and Operating Systems	3
	250	Networks and Telecommunications	3

Select three courses from the following list:
(Must select at least one course from each field)

CJ	246	Criminal Evidence	3
	340	Laws of Arrest, Search and Seizure	3
	301	Internet Vulnerabilities and Criminal Activity	3
	410	Research in Criminal Justice	3
	411	Field Practicum	3
IS	200	Fundamentals of Information Systems	3
	240	Programming, Data and File Structures	3
	310	Systems Analysis and Design	3
	340	Advanced Application Development	3
	420	Database Design and Implementation	3

Computer Forensics Certificate of Completion .. 12 sem. hrs.

CJ	203	Computer Crime: Legal Issues and Investigative Procedures	3
	301	Internet Vulnerabilities and Criminal Activity	3
IS	205	Information Technology-Hardware and Operating Systems	3
	250	Networks and Telecommunications	3

Intelligence Research and Analysis

The Minor or Certificate of Completion in Intelligence Research and Analysis will provide a foundation of courses to students and practitioners pursuing careers as research and/or intelligence analysts. The course work is intended to provide the student with a basis of knowledge for the preparation of assessments based on the collection, correlation, and analysis of intelligence data. The goal of the program is to produce a student qualified for an entry-level position with government agencies or private businesses.

Students seeking admission to an academic minor or certificate of completion program in Intelligence Research and analysis must apply to the program advisor, successfully complete an interview and submit a writing sample. Students must be aware that future employment often requires intensive background investigations, and any conduct deemed significantly unethical, illegal or unprofessional my result in the students failing to achieve employment in the field regardless of his/her academic record.

Intelligence Research and Analysis
Minor or Certificate ..... 21 sem. hrs.

CJ	246	Criminal Evidence	3
	410	Research in Criminal Justice	3
History	310	Diplomatic and Military History	3
Pol. Sci.	204	Introduction to Public Administration	3
	405	Terrorism	3
Soc. Sci.	101	Introduction to Intelligence Research	3
	200	Field Experience	3

It is strongly recommended that students acquire a reading competency in a foreign language and successfully complete a statistics course.
Prerequisites: CJ 100, Pol. Sci. 103, IS 100, History 107 and 108, Economics 200. These prerequisites, except CJ 100, are currently general studies or general studies elective courses.

Interdisciplinary Studies Degree

This program will lead to the degree Bachelor of Arts or Bachelor of Science in Interdisciplinary Studies. It is designed to meet the needs of the student whose career and educational goals may not be satisfied by the major fields available at Fairmont State College. This degree allows greater flexibility in programming and enables students to gain optimum benefit from the strengths of the institution as they apply to the chosen fields of study.

The Academic Affairs Control Committee, which is chaired by the Provost and Vice President for Academic Affairs, is responsible for the overall coordination and control of the program. School chairpersons and a Coordinating Committee comprised of faculty who hold the rank of assistant professor or higher and who have been approved by the Schools' chairpersons assist in implementing the program.

Admission: Application to the program will be made between the end of the first semester and the beginning of the fifth semester of academic work. Students must have completed at least one semester of academic work as full-time students with an average of 2.0 or better.

Program Requirements

- It must contain a strong concentration of 48 semester hours, drawn from at least two disciplines of existing courses which form a logical selection of courses having a clear purpose and aimed at a specific learning outcome, *not* already represented among the major fields available at Fairmont State.
- At least 24 hours must be taken after admission to the program.
- The courses must be drawn from major bachelor programs or courses in an associate degree program which are part of the requirements for a baccalaureate degree.
- Arranged classes are to be avoided.
- At least one-half of the hours in the concentrated area must be at the upper level.
- Up to 12 hours may be earned by appropriate directed research, exhibition, performance, internship, or combination of these. This credit is subject to the existing regulations for similar experience; no experiential credit will be accepted.
- All requirements of the B.A. or B.S. degrees will apply, including successful completion of the General Education segment, overall grade point average of 2.0, residency requirements, 128 hours required for graduation, and other stipulations to be found in the College catalog. General Studies requirements will be determined by the first concentration area.
- Elective courses will be used to complete hours required for graduation.
- Students who anticipate graduate school attendance should check appropriate catalogs to insure that they will qualify for admission.
- Once a proposal has been approved, it may be amended only by approval.

Women's Studies

The Women's Studies minor provides students with an avenue to explore contemporary and historical issues as they relate to and impact traditional academic disciplines and human life. Awareness of and sensitivity to women's issues have become assets in any profession. Students wishing to elect this minor will need to work closely with their advisor. Most importantly, all component course selections must be made from the approved list of courses published each semester by the Women's Studies Coordinating Committee.

Women's Studies Minor ..... 18 sem. hrs.
Required Courses

INTD	201	Introduction to Women's Studies	3
	402	Capstone Seminar in Women's Studies	3

Group A: Select two courses from the following:

Business	325	Women and Work	3
CJ	305	Changing Roles of Women in Criminal Justice	3
English	388	Women's Literature	3
History	333	Social History of American Women	3

Group B: Select two courses from the following:

English	363	American Novel	3
	379	Victorian Literature	3
	380	20th Century British Literature	3
	381	British Novel	3
	389	Minority Literature	3
	391	Short Story	3
	392	Contemporary Poetry	3
	393	Southern Literature	3
INDS	100	Race, Class and Gender	3
	280	Empowering Leadership	3
	380	Great Leaders	3
Nursing	205	Maternity Nursing	3
Sociology	310	Sociology of the Family	3
FMS	110	Nutrition	3
FCS	310	Family Life Education	3
FCS	103	Clothing and Culture	3
AD	116	History of Contemporary Fashion	3

Special Academic Programs

Credit for Experiential Learning

Fairmont State College recognizes that some students, particularly adults and nontraditional students, may have developed competencies which closely parallel those competencies taught in college-level courses. The College provides the opportunity for students to receive academic credit for experiential learning which has taken place outside the formal educational structure through a portfolio review process.

The portfolio is reviewed by appropriate faculty members at Fairmont State College or by other experts if the field of study is not offered by the College. Faculty recommend the number of credit hours to be awarded by subject at the upper and lower levels, equating the credit, if possible, with existing Fairmont State College courses. An evaluation fee is charged for the portfolio review and for receiving college-equivalent credit.

For additional information contact the Coordinator for Experiential Learning in Room 324, Academic Advising Center, Hardway Hall.

Community Service Learning

Service Learning is a national movement utilized in a number of colleges and universities in the United States. It is the process of integrating volunteer community service combined with active guided reflection into the curriculum. This enhances and enriches student learning of course material. The distinguishing characteristic of service learning is its twofold emphasis on both enriching student learning and revitalizing the community. To accomplish this, effective service learning initiatives involve students in course-relevant activities in:

- Connecting the logical continuity between experiential and textbook knowledge.
- Enhancing students' self-esteem through meaningful contributions to community.
- Engaging students in decision making, critical thinking, and application of learned skills.
- Providing human resources to meet the educational, human, safety, and environmental needs of the community.
- Creating a spirit of civic responsibility and leadership.

The pedagogy of service learning represents a progressive, substantial change from the traditional curriculum and promotes education as a "process of living" which encourages information processing as well as accumulation. This constant restructuring of information exemplifies the continuity and reality that exists between life experience and knowledge.

Herndon Legislative Fellows Program

The primary goal of this program is to instruct selected full-time undergraduates from institutions of higher learning in West Virginia in the theory and operation of legislatures and legislative bodies in their multi-dimensional aspects and roles. Participants will be designated as legislative interns and will perform work assignments in the West Virginia Legislature for the duration of the session. They will spend a full semester in the study of the operation, role, and functions of legislative bodies.

To be eligible for this program, students must have completed a minimum of 60 undergraduate semester hours or its equivalent with an academic grade point average sufficient to admit them to the degree program of their choice. At the time of making application, students must be enrolled at their home institutions on a full-time basis and cannot be on academic or social probation. Students may not serve as interns if they are subsequently placed on academic or social probation for the period which would include the internship in Charleston. Each applicant must have taken at least one college course in political science unless, in the judgment of the selection committee the student's record displays an active and sustained interest in public affairs or the political process, at which time the course requirement may be waived. For additional information, contact the Political Science Department.

Frasure-Singleton Student Legislative Program

The Frasure-Singleton Student Legislative Program provides students the opportunity to observe the West Virginia Legislature for one week during the body's regular legislative session. Participants are assigned to a legislator who assists in explaining the legislative process. They attend committee meetings and public hearings where legislation and issues are discussed. They sit on the Floor during daily sessions surrounded by legislators with issue research, constituent requests and other legislative tasks. In addition, participants meet with representatives from all branches of state government, lobbyists, reporters, and legislative staff persons.

The program is open to full-time college sophomores, juniors, and seniors from all fields of study. Applicants must be in good academic standing and successfully completed at least one Political Science course. One semester credit hour is given to participants.

For more information, contact the faculty in the Political Science Department.

Leadership Certification

Fairmont State College provides students with the opportunity to develop their leadership abilities, regardless of their academic major or minor. Leadership Certification is an interdisciplinary humanities program based in the liberal arts and grounded in theory and practical experience. It is designed to enhance a student's college career by linking leadership to self-awareness, personal growth, organizational theory, and practical experience in community service.

Required Courses ..... 10 sem. hrs.

INDS	280	Empowering Leadership	3
INDS	281	Great Ideas of Leaders	3
Management	390	Human Behavior in Organizations	3
		or	
Psychology	410	Theories of Personality	3
Human Services	103	Community Service Learning	1
		or	
		Phi Theta Kappa Leadership Certificate	1

Public Affairs Internships

The Political Science Department regularly becomes aware of internships opportunities at the local, state, and federal levels of

government. These internships can be with members of the state House of Delegates and Senate, the United States Congress, city managers, public interest groups, or state and federal agencies. Internships can take place during the semester or during the summer months. While most of the internships do not include a salary, academic credit can be given.

For more information, contact faculty in the Political Science Department.

Washington Center Internship Program

The Washington Center Internship Program gives students the opportunity to live and work in one of the most important cities in the world and to experience the professional arena of the nation's Capitol as well as the cultural diversity. The Washington Center Internship allows students to:

- Develop Professional Skills
- Clarify Personal Goals
- Improve research and communication skills
- Meet people from across the country and the world
- Prepare for life after college
- Give perspective on their studies
- Investigate a profession of interest
- Apply academic learning to the work world

For additional information contact the Office of the Associate Provost.

Regents Bachelor of Arts Degree Program

The Regents Bachelor of Arts Degree Program (RBA) is a flexible nontraditional program designed for adults in the belief that they, are distinctly different in their needs. The program can be tailored to fit the needs of those who need a degree for career advancement, those who have an associate degree in a field in which there is no corresponding baccalaureate degree available or those who seek intellectual development and personal fulfillment. The Regents Degree has particular appeal for persons who completed some college work in past years but did not obtain a degree.

Admission

Inquiries regarding admission should be made to the Coordinator, Regents B.A. Degree Program, Fairmont State College. Applicants must have graduated from high school at least four years before admission to the program. Persons with high school equivalency certificates may be admitted four years after their high school class graduated. If an applicant has previous college credit, failing grades received four years or more before admission to the RBA program are disregarded.

Requirements

To qualify for graduation, candidates must accumulate a total of 128 semester hours of credit with a quality point average of 2.00. At least 40 hours must be at the upper (300 or 400) level. Students must complete 36 semester hours of General Education courses, including the required semester hours in each of the following areas: Communications (6), Social Sciences (6), Natural Sciences (6), Mathematics or Computer Science (3), Humanities (6), and 9 "other" additional hours. At least 24 semester hours must be taken in the West Virginia State System of Higher Education. The RBA is an interdisciplinary degree with no major. The program can be tailored to meet the needs of individual students.

College-Equivalent Credit

A unique feature of the Regents Degree program is the possibility of obtaining college-equivalent credit. Credit may be awarded for learning which has taken place outside of a college if the learning is equivalent to that which results from a college course. The learning may have resulted from work experience, on-the-job training, personal study, the pursuit of hobbies, or from a formal vocational program offered outside of a college or university, such as a hospital nursing course or military service training courses. College-equivalent credit is awarded only for the acquisition of knowledge or skills equivalent to the knowledge or skills acquired in college courses. An applicant for college-equivalent credit will prepare a portfolio in which is presented in writing a detailed description of the knowledge or skills believed to have been acquired outside of the college setting. Supporting documents such as job descriptions and certificates for the completion of training programs will be included. Directions for portfolio preparation are available for enrolled students. The portfolio will be reviewed by appropriate faculty members at Fairmont State College or by other experts if a field of study not offered by the College is involved. The faculty members will then recommend the hours of credit to be awarded by subject at the upper and lower levels, equating the credit with existing Fairmont State course offerings. An assessment fee has been established for the assessment process and for the awarding of college-equivalent credit.

Military Science (School of Social Science)

The Two Year Program:

Students at Fairmont State College are usually eligible for the two year program, which offers the opportunity to achieve the same goals and benefits as the four year program but at an accelerated pace. It is specifically designed for sophomores attending a non-host ROTC institution such as Fairmont. In this program, students first attend ROTC Basic Camp Challenge at Fort Knox, Kentucky in the summer between their sophomore and junior year. This is a fully paid (over $1000 plus room, board & transportation), five week training camp where students may compete for two year scholarships. Students must have a minimum of 50 hours of college credit with a 2.0 GPA (2.5 to compete for a Scholarship). Additional, if a student is currently in the National Guard, Army Reserve, a veteran from any service or have high school JROTC experience of 3 years or more, you may qualify for entry into the Advanced Course under the two year program.

Simultaneous Membership Program:

Students currently in the Army National Guard or U.S. Army Reserve can participate in the Advanced Course as an SMP cadet. Benefits of the SMP include immediate promotion to Sergeant (E5) for pay purposes in their current unit, receipt of any Montgomery G.I. Bill "Kicker", $250 a month stipend and any tuition assistance offered by the service. Currently the West Virginia National Guard pays 100% in state, out of state tuition for both undergraduate or graduate studies. The Army Reserve offers loan repayment and 75% tuition assistance. Information on these programs amy be obtained through the Professor of Military Science at 304-293-2911 Ext. 135. For a detailed overview of Army ROTC, students can call 1-800-USA-ROTC or at www.armyrotc.com.

Camp Challenge:

A five week summer internship conducted at Fort Knox, Kentucky. The student receives pay while attending in addition to all

travel, lodging and most meal costs. The environment is rigorous, and is similar to Army Basic Training. No military obligation incurred. Open only to students who pass a physical examination (paid for by ROTC). Completion of Camp Challenge qualifies a student for entry into the Advanced Course. Seven different cycles are offered during summer, but spaces are limited by the Army. Candidates can apply for a space any time during the school year prior to the summer. Students also may compete for a two year scholarship which they receive upon admission to the advanced course.

The Advanced Course:

The Advanced Course consists of the courses MS 301,302,401, and 402. It is open only to students who have completed the Basic Course or earned placement credit for it (various methods). The Advanced Course is designed to qualify a student for a commission as an officer in the United Stated Army. Students must complete MS 301 through 402 and a five-week Advanced Camp during the summer, usually between the junior and senior years. The courses must be taken in sequence unless otherwise approved by the Professor of Military Science. Students receive $250 per month during the school year.

Airborne Training:

Selected cadets may attend airborne training at Fort Benning, Georgia. Airborne training is three weeks in length; successful completion of the course results in the awarding of the airborne wings of a military parachutist.

Judge Advocate General (JAG) Programs:

The JAG Corps is the oldest "law firm" in the U.S. dating back to 1775. There are approximately 1,500 active duty (full time) attorneys and 2,600 Reserve and National Guard (part time) attorneys. Students in the Advanced course should take the LSAT prior to the fall of their senior year. They must then request an educational delay and branch JAG. If accepted to the law school of the students choice, the educational delay may be granted. While in law school, students may apply for one of a 200 summer internships offered by the JAG Corps.

Graduate Medical Programs:

The Army offers a variety of graduate programs to ROTC graduates. These include specialties in Nursing, Dentistry, Medicine, Psychology, Optometry and Veterinary Medicine. Interested students must apply for educational delay following graduation and commissioning.

Pre-Professional Curricula

Dentistry	Medicine	Pharmacy
Physical Therapy	Law	Medical
Technology	Journalism	Engineering

Since the majority of students doing such work will later enter the professional schools at West Virginia University, the courses have been prepared with the idea of meeting the requirements specified by university authorities for their own paraprofessional students. Students expecting to enroll in other professional schools should procure a catalog from the school they expect to enter with advanced standing so that the courses taken here will meet the requirements they need to meet. The professional field advisor will assist students in making all necessary adjustments.

Physics 101 and 102 are required courses in the health-related fields as well as in engineering. Prerequisites for Physics 101 are one year of high school physics or one year of high school trigonometry; or Math 101 and 102, or Math 115. Physics 101 is the prerequisite for Physics 102.

Pre-Medical and Pre-Dental Curriculum

Students planning to study medicine or dentistry should complete basic science courses as well as a broad range of general education courses with an average of B or better. Students should carefully consult the catalog of the professional school which they plan to attend. At West Virginia University, the School of Medicine requires a minimum of 90 semester hours of undergraduate work exclusive of physical education and ROTC courses for admission. Pre-medical students should work towards fulfilling the requirements for the Bachelor Degree in either biology or chemistry.

The School of Dentistry requires applicants to have completed three or more academic years of work in the liberal arts.

The following courses will meet the minimum requirements for admission to the Schools of Medicine and Dentistry at West Virginia University:

Biology. 105, 106	8
Chemistry 105, 106	10
Chemistry 201, 202	8
English 104, 108	6
Physics 101, 102	8

In addition, courses in the humanities, social sciences, and advanced courses in biology are suggested in order to acquire a broadened intellectual background.

Pre-Pharmacy Curriculum

Many schools of pharmacy offer a doctorate of pharmacy that require six years of study beyond high school, two years of pre-pharmacy and four years of study in a professional school of pharmacy. Prospective pharmacy students should plan their programs to meet the requirements of the particular professional school of pharmacy to which they plan to transfer. The following two-year preparatory program is suggested:

Course	First Year Fall	First Year Spring	Second Year Fall	Second Year Spring
Biology 101, 102, 205	4	4		4
Chemistry 105, 106; 201, 202	5	5	4	4
Economics 200, 201, or 202				3
English 104, 108	3	3		
*Math 190	4			
Physics 101, 102			4	4
Speech 102			2	
**Statistics	3			
**Electives from Arts and Humanities	3		6	3
**Electives from Social Sciences	3		3	
Semester Totals	**19**	**18**	**19**	**18**

*Students not having necessary prerequisites for calculus will be required to take Math 115 or 112 and 115.

** Pre-pharmacy advisor should be consulted for these courses.

Pre-Medical Technology Curriculum

Medical Technology is a four year undergraduate program. The first two years may be taken at Fairmont State College. The entrance requirements of schools of medical technology throughout the nation vary considerably. Students should consult carefully the catalog of the school which they plan to attend. Students who have completed 64 semester hours including the following courses may be eligible for admission to the third year of the medical technology program at West Virginia University.

English 104, 108	Written English	6
Biology 101, 102	Principles of Biology, Biol. of Organisms	8
Chemistry 105, 106	Chemical Principles	10
201, 202	Organic Chemistry	8
Physics 101, 102	Introduction to Physics	8
Mathematics115	Trigonometry and Elementary Functions	3

The other classes should total 21 to 24 hours of core classes. Courses such as microbiology, biochemistry, and anatomy should not be taken prior to enrollment in the professional schools.

Pre-Law Curriculum

Fairmont State College offers no distinct pre-law curriculum. Students who plan to attend law school usually major in English, history, political science, or business administration.

Pre-Journalism

The journalism minor may also be used in most cases as a pre-journalism curriculum by students planning to transfer at the beginning of their junior year. Students enrolled in this program should consult the college where they will complete their degree for additional courses requirements as Fairmont State does not have an articulation agreement with any school of journalism. The journalism coordinator should be consulted before enrolling in courses beyond the basic reporting course, Journalism 240.

In addition to the basic General Studies courses required for any four-year degree, pre-journalism students should enroll in courses listed with information about the journalism minor. (See page 102).

Pre-journalism students must participate actively in the publication of the student newspaper, The Columns, and the yearbook, Mound, in order to receive departmental recommendation.

Pre-Engineering Curriculum

Students planning to study engineering should complete the following course work with a B average or better:

Mathematics	115, 190	8
Chemistry	105, 106	10
English	104, 108	6
Physical Education	100	2
Physics	101, 102	8
Social Science Elective		3
Technology	MEC 100, DRF 100	6

Students are advised to carefully consult the catalog of the engineering school which they plan to attend as Fairmont State does not have an articulation agreement with any school of engineering.

Pre-Physical Therapy

This curriculum is designed to satisfy the course requirements for admission to the professional portion of the curriculum in physical therapy offered by the West Virginia University School of Medicine. The core curriculum requirements must be satisfied, and a total of 62 hours is required for admission to the first professional year. This suggested curriculum plan allows latitude in career choice and is basically compatible with various curricula in the arts and sciences.

First Year

First Semester		Second Semester	
English 104	3	English 108	3
Psychology 101	3	Chemistry 106	5
Chemistry 105	5	*Electives	10
Phys. Ed.	1		
*Electives	6		
	18		18

Second Year

First Semester		Second Semester	
Physics 101	4	Physics 102	4
Biology 101	4	Biology 102	4
Psychology 240	4	Psychology 330	3
Speech 102	1	Speech 202	2
Electives	3	Electives	3
	16		16

*These electives should be chosen to meet general studies requirements and pre-requisites for physics, if needed.

Courses of Instruction

Accounting
(School of Business and Economics)

201. Principles of Accounting I **three hours**
Fundamental accounting theory and procedures: Organization of accounts, the accounting cycle, working papers and the preparation of financial and operating statements for proprietorship.

202. Principles of Accounting II **three hours**
The second semester of this course is a further study of the accounting process as applied to various business organizations. The two semesters of this course are designed to give students an adequate understanding in the recording, classifying and summarizing of business transactions in order to proceed with the interpretation and analysis of accounting data. This course is a basic course for (1) accounting majors, (2) majors in other areas of business administration, and (3) those whose major interest is in economics, political science, law or other professional areas. PR: Accounting 201.

215. Managerial Accounting **three hours**
Managerial accounting course is designed to acquaint students with the use of accounting information for the purpose of managerial control and decision making. Concepts of cost, profit, and budgeting will be discussed and aspects of performance measurement and evaluation will also be covered. PR: Accounting 202.

216. Income Tax Procedures **three hours**
An introduction to the concepts of income taxation and the applications of these concepts through problem solving with the use of tax forms. PR: Accounting 202. May be used as an elective by Accounting Majors.

217. Concepts of Computerized Accounting **three hours**
Three hours lecture/lab time per week. This course is designed to reinforce topics presented in Principles of Accounting and to introduce the student to computerized accounting methods. Through hands-on computer work, the student will become familiar with accounting software and have the opportunity to work in greater depth with Principles of Accounting topics. PR: Accounting 202, OAD 100.

301. Intermediate Accounting I **three hours**
Primarily the study of general financial accounting theory as it relates to balance sheet items. Included is a brief review of the accounting cycle and income recognition theory. Current tax regulations are considered where applicable. PR: Accounting 202.

302. Intermediate Accounting II **three hours**
A continuation of 250 to include the study of corporate ownership equity and the analysis and interpretation of accounting data. PR: Accounting 301.

303. Accounting Internship **three hours**
The internship course is designed as a learning experience which requires the integration of accounting theory with actual job experience in an accounting, industrial, or governmental organization. The student must be enrolled in the four year accounting program. The employer is responsible for evaluating and reporting the development of the student. PR: Accounting 251.

325. Intermediate Accounting III **three hours**
A further continuation of the study of financial accounting theory and practices. Topics include accounting for income taxes, pensions and other post-retirement benefits, leases, cash flows, and disclosure standards. PR: Accounting 250, 251.

330. Advanced Accounting I **three hours**
Includes accounting for special situations: partnerships, installment and consignment sales, home office-branch relationships, consolidations, and fund accounting. Attention is focused on the current AICPA position relative to these special accounting situations. PR: Accounting 251.

331. Advanced Accounting II **three hours**
A continuation of Accounting 330; exploration of advanced accounting topics. PR: Accounting 330.

350. Accounting Information Systems **three hours**
This course is designed to introduce students to accounting information systems. It focuses on understanding the different types of accounting systems, internal controls for accounting systems including security issues, accounting systems development, and information systems auditing concepts. PR: Accounting 251.

404. Cost Accounting **three hours**
The relationship of cost accounting to the performance of management's pursuit of company objectives is studied with four basic points of view in mind: (1) cost principle, (2) cost determination, (3) cost control and (4) cost analysis. PR: Accounting 251.

405. Auditing **three hours**
A study of the philosophy, environment, and procedures of auditing and the legal, social, and professional responsibilities of the auditor. PR: Accounting 251.

406. Federal Income Tax Accounting: Individual **three hours**
Preparation of income tax returns from the accounts of an individual; exclusions and inclusions for gross income, capital gains and losses, business expenses, and other deductions.

407. Federal Income Tax Accounting: Partnership and Corporation **three hours**
Continuation of 406, including preparation of income tax returns from accounts of partnerships, estates and trusts, and corporations. While previous accounting knowledge or experience will be helpful, no prior accounting training, knowledge, or experience is required. PR: Accounting 406.

410. Case Studies in Accounting **three hours**
This course is designed to provide stimulus for critical analysis of accounting, finance, and ethics problems. Emphasis is placed on research, organization of data, critical analysis, communication of conclusions, and presentation skills. Through case studies students will enhance their problem-solving skills by formulating solutions to problems which are encountered in accounting environments. PR: Accounting 251, Finance 201, IS 235, and Senior Status, or Consent of Instructor.

Allied Health
(School of Nursing and Allied Health Administration)

100. Medical Terminology **three hours**
Designed to enable the student to recognize medical words from the Greek and Latin parts, to spell and pronounce medical words correctly and to use a medical dictionary intelligently. Fall and Spring Semesters.

102. Pathophysiology of Disease **three hours**
Study of the disease process, terminology and association with the body structure.

106. Introduction to Pharmacology **three hours**
This course is designed to introduce the student to basic concepts of classification, action and implications related to the administration of medications. This course is required for nursing students. PR: Biology 170 or Licensed as a Practical Nurse. Spring Semester.

199. Special Topics in Allied Health **one-twelve hours**
Studies in special selected topics. The topics to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs. As needed.

301. Health Care Organizations **three hours**
Organization, current legislation; roles and relationships of the health care professions are discussed in detail. Emphasis is placed upon roles of hospital management. Factors of comprehensive health care, hospitals, and extended care facilities. Responsibility of the health care agency regarding competent and responsible care of patients is defined. Organization patterns in health care agencies, as well as contributions of health professionals and paraprofessionals in meeting human needs will be emphasized. Fall Semester.

302. Management Problems of the Health Care Delivery System **three hours**
Fiscal, legal, supervisory having specific problems to health care facilities is discussed. Emphasis will be placed upon medical records and utilization review, as well as the role and limitations of the hospital in the health care system. Inadequate access of health care delivered to all Americans is discussed, with emphasis on the problems of poverty and the elderly regarding health delivery. PR: AH 301. Spring Semester.

341. Death and Dying **three hours**
This course analyzes the impact of complex social change on death, humanity's most enduring mystery and most powerful taboo. Included are the study of past circumstances and future possibilities; death and dying from a variety of perspectives including the individual, the family, and the society; examination from the perspectives of diverse academic disciplines, from history and sociology through medicine and psychology to literature and ethics. Also included are such controversial topics as life after death, care of the dying patient, funerals, and moral and ethical dilemmas. Fall Semester.

372. Legal and Medical Ethics **three hours**
This course is designed to acquaint the student with the legal and ethical responsibilities of the administrator involved in health care. Emphasis is placed upon legal issues as well as legal responsibilities and liabilities. PR: Consent of Instructor.
Spring Semester.

399. Special Topics in Allied Health Administration **one-six hours**
Studies in special selected topics in health administration and management are determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives. Arranged.

401. Allied Health Practicum and Seminar **four hours**
Practical situations in relevant managerial programs will be available in various health care agencies. The practicum will be adapted to the student's individual needs and career goal. Seminars will be held to present oral reports of projects and to discuss issues. This experience will be supplemented with guest lectures. An average of seven contact hours each week. PR: Last Semester of Program. Spring Semester.

Art
(School of Fine Arts)

111. Art Fundamentals **three hours**
An introductory course to the elements/principles of design and the creative design process while exploring various media and techniques in two and three dimensional art forms.
ARCHITECTURE MAJORS ONLY!

140. Art Structure and Applied Design **three hours**
Introductory course in the principles and elements of design applicable to various media and techniques used in studio problems.

141. Art Structure and Applied Design **three hours**
Further study of the principles and elements of design, techniques and media with emphasis on the individual's creative development.

142. Drawing **three hours**
The development of technical skills in the use of various media for a fundamental knowledge stressing observation, memory training, and composition. Fall semester only.

155. Theory of Art **two hours**
Aesthetics and its application to studio work, as well as the philosophy, psychology, components, sociology, history of art, and art criticism. Fall semester.

199. Special Topics in Art **one-twelve hours**
Studies in selected areas of specialization to be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree or certificate programs. Three hours maximum credit per semester. PR: Instructors consent.

241. Drawing from Life **three hours**
Drawing from the posed model accompanied by analytical studies of anatomy. PR: 142. Spring semester.

255. Art Appreciation **two hours**
Considers the social, historical, and intellectual backgrounds and modern developments in the history of art.

261. Painting **three hours**
An introductory course using acrylic paint, exploring techniques of paint application and painting supports, while painting from still-life and landscape. PR: 140, 141, 142 or instructor's consent.

262. Painting **three hours**
An introductory course using oil paint to explore techniques of paint application and painting supports while working from the live model. PR: 140, 141, 241 or instructor's consent.

278. Ancient and Medieval Art **three hours**
History of Art from prehistoric times to 1400 A.D. An analysis of the various artistic expressions resulting from the philosophic, religious and sociological conditions. Offered once every three semesters. PR: 155 or consent.

283. Modeling and Sculpture **three hours**
Introductory course using clay modeling, plaster, and metal sculpture.

284. Modeling and Sculpture **three hours**
Advanced work in various sculptural media: metal casting, carving, constructions, etc. PR: 283 or consent of the instructor.

341. Graphics **three hours**
Introduction to various techniques in printmaking as an artistic expression. PR: 142 or consent of instructor. Spring semester.

353. Elementary Art Education I **two hours**
Experiences and theory designed to prepare students to teach art on the kindergarten- primary level. Directed experiences in two and three dimensional media such as drawing, painting, poster, sculpture, and design using various media.

354. Elementary Art Education II **two hours**
The theories, philosophy, and methods of teaching art in elementary school. Experiences supplemented with references to the needs of students in teaching grades 5-8.

355. Problems in Teaching Art I **two hours**
The student will define what an art problem is, define the teachable aspects of art, examine what motivation is in art and in connection with particular art problems, and produce some art objects utilizing media and materials generally obtainable in and around most elementary schools.

356. Problems in Teaching Art II **two hours**
The student will define what an art problem on the secondary level is, examine how skill and success are related in studio art, utilize art historical example, examine how art and society are related, define what is teachable in art, and select specific art problems in conjunction with the particular age level and interests of secondary students.

361. Painting the Landscape **three hours**
Personal development in painting from the landscape with oil or acrylic paint. PR: 261, 262.

362. Painting the Figure **three hours**
Personal development in painting from the live model with oil or acrylic paint. PR: 261, 262 or instructor's consent.

363. Beginning Watercolor Painting **three hours**
Introductory course in the fundamental techniques of watercolor, while painting from still-lifes and landscape. PR: 140, 141, 142, 241, or instructor's consent.

364. Intermediate Watercolor Painting **three hours**
Continuation of 363 emphasizing advanced techniques and individual creative development. PR: 363 or instructor's consent.

377. Italian and Northern Renaissance Art **three hours**
History of painting, sculpture, architecture, and the minor arts in Italy, the Netherlands, Germany, Spain, France, and England from circa 1400 A.D. to the nineteenth century. PR: 155. Offered every three semesters.

378. Nineteenth Century and Contemporary Art **three hours**
History of art from the nineteenth century to the present with an analysis of art movement. PR: 155. Offered every three semesters.

383. Pottery **two-three hours**
Introduction to basic ceramic techniques; hand construction, potters wheel, glazing and kiln firing.

384. Pottery **two-three hours**
Advanced work in ceramic sculpture, wheel thrown ceramics, glaze theory, kiln firing, and kiln construction. PR: 383 or instructor's consent.

431. Methods and Materials in Teaching Art **three hours**
Planning and application of problems for junior and senior high schools. Coordinated with the Education Department and the public schools. Designed for students who are student teaching or for teachers in-service.

461. Advanced Landscape Painting **three hours**
Development of individual creative expression in oil or acrylic, working from the landscape. PR: 361 or instructor's consent.

462. Advanced Figure Painting **three hours**
Development of individual creative expression in oil or acrylic while working from the live model. PR: 362 or instructor's consent.

463. Studio in Painting **three hours**
An advanced painting class in oil or acrylic, designed for those students who intend to prepare a professional portfolio for graduate school. The student is expected to explore his/her creative abilities while experimenting and bringing together the landscape and figure into a series of large paintings for exhibition purposes. PR: Instructor's consent.

464. Studio in Pottery **three hours**
The student is permitted to select the medium and then experimentally exploit all the technical and creative possibilities that it permits. PR: 384.

465. Studio in Sculpture **three hours**
The student is permitted to select the medium and then experimentally exploit all the technical and creative possibilities that it permits.

467. Area Studies in Drawing & Painting **one-four hours**

468. Area Studies **one-four hours**

469. Area Studies **one-four hours**
A group of three courses intended to allow the student intensive or continued study in a particular area. These are elective courses and the consent of the instructor is required. A six-hour limit is imposed for each student. These courses are not eligible for substitution for required courses in the Art specialization. PR: Consent of instructor.

470. Senior Exhibit **one hour**
Required of all art majors during their senior year: to organize and present a formal gallery exhibition of works selected from their college work. Slides of this exhibition are to be retained in the Art Department's archives.

Biology
(School of Science and Mathematics)

101. Principles of Biology **four hours**
Introductory studies concerning the following areas: chemical and physical properties of the cell, genetics, and some attention given to ecological relationships. Three hours of lecture and one two-hour laboratory per week. Not accepted toward fulfilling any biology degree requirements.

102. Biology of Organisms **four hours**
A study of plants and animals emphasizing basic life functions and their interrelationships to a changing environment. Three hours of lecture and one two-hour laboratory per week. Not accepted toward any biology degree requirements. PR: Biology 101

105. Biological Principles I **four hours**
This introductory course in cellular biology emphasizes the organization and functions common to all living cells. The major topics to be explored include cell organelle structure and function, the molecular basis of cell energetics, the cell cycle, and basic molecular biology of the cell. Three hours of lecture and one three-hour laboratory per week. PR: A score of 21 or better on the ACT Science Reasoning section or Biology 101 with a "C" or better.

106. Biological Principles II **four hours**
This introductory course in population biology explores the organization and function of populations including reproduction and transmission genetics, patterns and mechanisms of evolutionary change, and the fundamental concepts of ecology. Three hours of lecture and one three-hour laboratory per week. PR: Biology 105 with a "C" or better.

170. Anatomy and Physiology **three-four hours**
Examination of the architecture of cells, tissues, organs, and organ systems relationships which interact in the process leading to the total function of the human being. This examination will include a detailed study of the digestive, respiratory, excretory, nervous, reproductive, and endocrine systems as well as their interactions. Three hours lecture and one two-hour lab per week. The course is designed for the Allied Health Programs and will not count as an elective toward any biology degree requirements. The three (3) hours option is open only to students in certain designated programs who will not take the lab.

199. Special Topics in Biology **one-four hours**
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairperson. Credits earned will be applicable as free electives in degree and certificate programs.

201. Global Ecology **four hours**
This course is designed to introduce students to the patterns and processes of global ecology, including the causes and possible consequences of human activities on the earth biosphere. Among the topics covered are global warming, the continued loss of biodiversity, environmental degradation, acid rain, and overpopulation. Four hours of lecture per week, PR: Biology 101 or by consent of advisor.

202. General Botany **four hours**
The first part of this course will consist of a survey of the plant kingdom, including the fungi kingdom and selected groups of plant-like protists and bacteria. In the second part, the structure, development, and physiology of angiosperms will be examined. Three hours of lecture and one three-hour laboratory per week. PR: Biology 105 and 106 with a "C" or better.

203. General Zoology **four hours**
A survey of the animal kingdom, this course emphasizes selected invertebrates and vertebrates. The focus will be on diversity and the significance of evolutionary changes. The basic concepts of morphology, anatomy, physiology and behavior as they affect the ecology of the animal will be investigated. Three hours of lecture and one three-hour laboratory per week. PR: Biology 105 and 106 with a "C" or better.

205. Technical Microbiology **four hours**
Designed for the Allied Health Programs to emphasize the history of microbiology, microbial morphology and structure; microbial growth and physiology; environmental effects on bacteria; inhibition and killing of bacteria; virulence, pathogenicity, and invasiveness of microbes; modes of disease transmission; resistance and immunity; and techniques of isolation; handling, culturing, identifying bacteria and the inhibition of bacteria. Safety, cleanliness, and responsibility are taught in the laboratory. Three hours of lecture and one two-hour lab per week. Biology 224 will not substitute for Biology 205 or vice versa.

224. Microbiology **four hours**
In this course microorganisms (primarily bacteria) will be viewed from several perspectives; as pathogens, as components of ecosystems, and as components of industrial processes. Techniques for culturing and identifying bacteria will be presented. Opportunities for students to design and conduct laboratory exercises will be included. Three hours of lecture and one three-hour laboratory session per week. PR: Biology 105 and 106 with a "C" or better, and Chemistry 105.

285. Tropical Studies **four hours**
Students investigate the biodiversity of the Neotropics and its importance to global health. Special emphasis is placed on the fundamental dynamics operating in tropical forest ecosystems, and the impact that humans have on the health of these systems. Students participate in an eight to ten day intensive field experience in Costa Rica, exploring its rich and varied habitats, including cloud forests, lowland rainforests and agricultural systems. Class meets four hours per week, with travel to Costa Rica. Students pay the expenses for travel. PR: Biology 105 and 106, or consent of instructor.

306. Fundamentals of Ecology **four hours**
This course explores the fundamental principles of modern ecology: the patterns and processes operating in populations, communities, and ecosystems. Population growth and regulation, energy flow, population interactions and nutrient cycling will be emphasized. Students will learn quantitative methods, use field techniques, and practice the scientific method. Three hours of lecture and one three-hour laboratory per week. PR: Biology 202 and 203, with a "C" or better, and Chemistry 105 and 106.

311. Advanced Botany I **four hours**
This course provides an in depth study of the photosynthetic prokaryotes and protists, slime molds, and fungi. Primary emphasis is placed on understanding the structural characteristics, evolutionary relationships, and ecological distribution of these groups of organisms. Three hours of lecture and one three-hour laboratory per week. PR: Biology 202 with a "C" or better.

312. Advanced Botany II **four hours**
This course provides an in depth study of the plant kingdom. Primary emphasis is placed on understanding the structural characteristics, evolutionary relationships, and ecological distribution of plants. Three hours of lecture and one three-hour laboratory per week. PR: Biology 202 with a "C" or better.

315. Invertebrate Zoology **four hours**
Invertebrate Zoology surveys the invertebrate phyla as they have evolved from single cell protists to multicellular chordates. Also considered are the attributes of these organisms that have allowed them to radiate from aquatic to terrestrial environments. Two hours of lecture and two two-hour laboratories per week. PR: Biology 202 and 203 with a "C" or better.

316. Vertebrate Zoology **four hours**
An in-depth investigation of the vertebrates, this course focuses on the evolutionary interrelationships among the major vertebrate groups with an emphasis on physiological, morphological and behavioral adaptations, especially as these adaptations influence the ecology of the animal. Three hours of lecture and one three-hour laboratory per week. PR: Biology 203 with a "C" or better.

330. Aquatic Ecology **four hours**
This course focuses on physical and biological aspects of freshwater lakes and streams, emphasizing the application ecological theory. Lectures will cover lentic (lake) and lotic (stream), wetlands, and groundwater ecology. The laboratories are field oriented and allow students the opportunity to use state of the art instrumentation while applying lessons learned in lecture. Three hours of lecture and one three-hour laboratory per week. PR: Biology 306 with a "C" or better.

331. Terrestrial Ecology **four hours**
This course will start with the foundation from Fundamentals of Ecology and examine more closely the relationships between organisms and their terrestrial environment. A number of different ecological sampling and research methods will be studied and utilized. Three hours of lecture and one three-hour laboratory per week. PR: Biology 306 with a "C" or better.

340. Evolution **four hours**
This course will be an overview of the principles and applications of evolutionary biology. The major topics that will be explored are history of life on earth, mechanisms of evolution, behavioral ecology, biogeography, molecular evolution, human evolution, and evolutionary medicine. Four hours of lecture per week. PR: Biology 202 & 203 with a "C" or better.

350. Comparative Vertebrate Anatomy **four hours**
An in-depth exploration of vertebrate morphology, this course emphasizes the evolutionary modifications in vertebrate form that have contributed to the tremendous ecological success of the group. Morphological changes are examined as functional adaptations that have enabled vertebrates to occupy all the varied habitats of the Earth. Topics of study may include the emergence of the jaw and teeth, skull kinesis, the vertebral column, the transition to lung respiration, modes of locomotion, the vertebrate heart and homeothermy, and the vertebrate kidney. Two hours of lecture and two two-hour laboratories per week. PR: Biology 203 with a "C" or better.

360. Biochemistry **four hours**
Biochemistry is a study of general principles of biochemistry including the synthesis and metabolism of carbohydrates, proteins, lipids, and nucleic acids. The course is an integration of theory, concepts, and applications. It encompasses the molecules of life, the dynamic function of biomolecules, the storage and transfer of biological information, and bioenergetics of cells and organ systems. Four hours of lecture per week. PR: Chemistry 202, and either 1) Math 185 or 2) Math 190.

368. Animal Physiology **four hours**
This course explores the fundamental functional processes of animals. Major topics may include energetics, digestion, neurology, endocrinology, immunology, muscle physiology, circulatory physiology, respiratory physiology, osmoregulation and thermoregulation. The emphasis will be on the investigation of physiological processes as evolutionary adaptations. Students will cooperatively design and complete research projects. Three hours of lecture and one three-hour lab per week. PR: Biology 203 with a "C" or better, and Chemistry 105 and 106.

370. Plant Physiology **four hours**
Plant physiology is the study of how plants function. Major topics will include transpiration, plant nutrition, photosynthesis, hormone regulation of plant development, plant movement, and responses to environmental stresses. Students will be expected to design and complete physiology research projects. Three hours of lecture and one three-hour laboratory per week. PR: Biology 202 with a "C" or better, and Chemistry 105 and 106.

380. Genetics **four hours**
This course builds upon genetic principles introduced in Biology 105 and 106. Topics covered include: extensions of Mendelian genetics, gene mapping, chromosomal structure and mutation, DNA replication, mutation and repair, and gene expression and its regulation. Three hours of lecture and one three-hour laboratory session per week. PR: Chemistry 105 and 106, and either 1) Biology 202 and 203 with a "C" or better, or 2) a declared major in Chemistry or Forensic Science.

390. Molecular Biotechnology **four hours**
This course is a study of the theoretical basis of techniques used in biotechnology, and the application of these techniques to biological research in academic and industrial settings. Three hours of lecture and one three-hour laboratory per week. PR: Biology 380, Chemistry 201, and either 1) Math 185 or 2) Math 190.

420. Developmental Biology **four hours**
This course contains a detailed study of gametogenesis, fertilization, and embryonic development patterns of organisms. The role of gene expression in these events will be emphasized. Three hours of lecture and one three-hour laboratory per week. PR: Biology 202 and 203 with a "C" or better.

485. Senior Seminar **two hours**
This culminating and evaluative experience requires students to utilize their knowledge of biology, as well as their analytical and critical thinking skills acquired in previous courses to explore important topics in the biological sciences in a cooperative learning environment. Students will be expected to read, interpret, moderate discussions and formally present information from current research and review papers to an audience of their peers and biology faculty. Two hours of class meeting per week. Taught every spring semester. PR: Senior standing.

495. Problems in Biological Sciences **two hours**
This course is designed for students who have interest in a specific problem in biology. It should not be used as a means of meeting requirements but rather as a research course that goes beyond the usual courses in developing the student. PR: 20 hours of biological courses and consent.

Business Administration
(School of Business and Economics)

102. Introduction to Business **three hours**
This entry-level course helps the student when choosing a major. The course is a survey of the various fields of business designed to acquaint the student with the basic principles, practices, and employment opportunities of each field.

141. Business Mathematics **three hours**
This course is designed to provide knowledge and skill in the computation of the practical problems of business. The course con-

tent is an introduction to procedures in the fields of accounting, business finance, marketing, and related business subjects. This course does not meet the General Studies math requirement. Juniors and seniors in any four-year Business and Economics major are not permitted to take this class unless it is specifically required in the major.

199. Special Topics in Business one-twelve hours
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

205. Small Business Fundamentals three hours
An introductory course designed to familiarize students with small business dynamics. Students analyze personal strengths and weaknesses relative to launching an entrepreneurial career. Attention is given to planning, financing, starting, and managing a new business.

300. Entrepreneurship three hours
An applied course designed to simulate the experiences that entrepreneurs undergo in conceiving, evaluating, launching, and operating a new business venture. The course allows students to examine an entrepreneurial career for themselves. The major project involves preparing and presenting a business plan on a potential new business venture. PR: Business 205.

306. Business Law I three hours
A study of the nature and function of our legal system, courts, and procedures, including the law of contracts and sales.

307. Business Law II three hours
Continuation of 306. Substantive law of corporation, commercial papers, agency, partnership, and the legal basis of property as applied to business situations. Business 207 will not satisfy three hours requirement in the teaching fields in Business Education. PR: Business 306.

310. Statistics three hours
The course provides students with an introductory survey of business statistics. It covers three main units: descriptive statistics and data analysis, foundations of inference, and inferential statistics. PR: Completion of the general studies math requirement.

315. Venture Finance three hours
This course is a study of capital markets and sources with particular emphasis on the development of skills and resources required to obtain the financial capital for financing entrepreneurial ventures. Major topics include attracting seed and growth capital from sources, such as individuals, venture capitalists and institutional financiers, such as commercial banks, as well as investment bankers. Case analyses present various ways that entrepreneurial companies have creatively identified, negotiated, and structured financing. Students will prepare a financial proposal for the funding of an entrepreneurial venture. PR: Business 205.

319. Employment Law three hours
This course explores the relationship between employer and employee. It covers a mixture of contract, tort, criminal, and administrative law. Study will include the statutory and common law rules governing the establishment and termination of the employment relationship and regulating the conditions of employment. This course is designed to develop understanding of the major areas of modern employment law so that students can apply the principles as an employer or an employee. PR: Business 306, 307 or Consent of Instructor.

320. International Business three hours
This course is an introductory course to international business, designed to expose students to the nature of international business and the cultural, social, political, economic and technological forces that make up its environment. The importance of international trade and organizations, as well as the international monetary system and their impact on businesses, current international business developments, projected long-term global trends, unique opportunities, problems, ethical issues, characteristics and demands facing entrepreneurs and business personnel engaged in international business will be studied.

325. Women and Work three hours
This course will analyze the social organization of women's work in the United States today and as it has changed over time. The course will examine the relationship between women's socialization, sense of self, family roles, and the social, economic, and political forces which shape women's work. Topics will include affirmative action and comparable work, unionization, sexual harassment, and traditional and nontraditional roles.

340. Advanced Business Law for Managers three hours
Survey of legal problems encountered by finance executives, certified public accountants, and entrepreneurs, including secured transactions, bankruptcy, partnership, corporations, contracts, antitrust, and SEC law. PR: Business 306, 307, or Consent of Instructor.

399. Special Topics in Business one-six hours
Advanced studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree programs.

405. Entrepreneurial Leadership three hours
The latest concepts and applications in entrepreneurial leadership will be the focus of this course. Its content will therefore vary each semester to provide the student with exposure to the most recent developments in this area. Critical leadership, ethical and information-age challenges are examined to facilitate successful entrepreneurial endeavors. Students are involved in a variety of activities emphasizing integration of entrepreneurial topics in work and life. Discussion, role play, case study analysis, and small group learning will be used. PR: Business 205, 300; or Consent of Instructor.

408. Business and Economics Field Studies three hours
This field experience, designed for business majors, actively engages students in a monitored work experience related to their major. Students may work independently or in teams, with guidance from a supervising faculty member on a specific project that benefits both the student(s) and the participating business. PR: Consent of Instructor with approval of the School Chair.

410. Enterprise Development three hours
This is a capstone course whereby students continue to develop and refine their business plan or begin actual operation of their business venture. Students are expected to participate in the daily operation of their enterprise and report to the faculty facilitator on a regular basis. This course is offered on a credit/no credit basis. PR: Business 300, 315, 340; or Consent of Instructor.

415. Strategic Management and Policy three hours
This course is designed to allow the student to integrate the concepts and principles offered in the various disciplines of study within the School of Business and Economics. Through the process of case analysis, students will enhance their analytic and problem-solving skills by formulating the policies and strategies that are used in modern business organizations. PR: Accounting 201, 202; Finance 201; Management 209; Marketing 204; and Senior Standing.

420. Business and Society **three hours**
A course designed to develop in the student an appreciation of the societal and ethical issues facing businesses and managers today and to examine the influence these issues have on management decisions. PR: Econ. 202, Business 207, Jr. standing, or permission of the instructor. Students must be enrolled in a B.S. in Business Administration major.

450. Business and Economics Internship **three-twelve hours**
This business internship is designed to provide the business major with supervised work experience in a sponsoring organization. The student is expected to complete a minimum of 120 hours in a meaningful and challenging position. PR: Consent of Instructor with approval of School Chair. Graded Credit/No Credit.

*Business Education
(School of Business and Economics)

199. Special Topics in Business Education **one-twelve hours**
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

431. Methods and Materials in Teaching Business Education **three hours**
This course addresses teaching strategies for communication-related, computation- related, information-processing and basic business skills. A brief overview of business education at all levels and the professional role of the business teacher are addressed. Fall Semester Only.

*Note: For other courses related to this subject matter area, refer to the section entitled Office Administration.

Chemistry
(School of Science and Mathematics)

101. General Chemistry **four hours**
This course is a study of the theoretical concepts needed to understand typical chemistry phenomena. The concepts include the nature of science, matter and measurements, the stoichiometry of chemical reactions, solutions and the calculation of concentration, energy relationships in chemistry, modern atomic theory, chemical bonding and molecular structure, and the classification of reactions. Three lectures and one three-hour laboratory per week. PR: One year of high school algebra and a ACT Math score of 19 or Developmental Skills 105.

102. General Chemistry **four hours**
This course is an extension of Chemistry 101. It covers acid-base theory, chemical equilibrium, oxidation-reduction, and an introduction to organic chemistry which includes the various classes of organic compounds, their nomenclature, structure, properties and reactions. The synthesis of polymers and their uses are included. The course consists of three hours lecture and one three-hour laboratory per week. PR: Chemistry 101.

105. Chemical Principles **five hours**
This course and the following one, Chemistry 106, constitute a study of inorganic and elementary physical chemistry based on the topics stoichiometry, atomic and molecular structure, periodic properties, phase relations, solution chemistry, chemical equilibrium, kinetics, electrochemistry, and nuclear chemistry. Four lectures and one three-hour laboratory per week. PR: One year of high school algebra and an ACT Math score of 20 or Chemistry 101 with a grade of "C" or better.

106. Chemical Principles **five hours**
Three lectures will complete the coverage of the material listed above for Chemistry 105. Four lectures and one three-hour laboratory per week. PR: Chemistry 105.

199. Special Topics in Chemistry **one-twelve hours**
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

201. Organic Chemistry **four hours**
This course is a systematic study of organic chemistry with emphasis on kinetic behavior, reaction mechanisms and structural relationships. It includes the study of all major classes of organic compounds and functional groups. The course consists of three hours lecture and one three-hour laboratory per week. PR: Chemistry 106.

202. Organic Chemistry **four hours**
This course is a continuation of Chemistry 201 and consists of three hours lecture and one three-hour laboratory per week. PR: Chemistry 201.

205. Analytical Chemistry **four hours**
Two lectures and two three-hour laboratories. Classical methods of chemical analysis with emphasis on quantitative techniques. Also includes theory of acid-base, precipitation, and oxidation methods, molecular structure, and an introduction to electrochemistry. PR: Chemistry 106.

208. Introduction to Organic Analysis **two hours**
This course consists of one two-hour period per week and is intended for chemistry majors seeking the B.S. degree. The course content will focus on generating and/or interpreting data from the following instruments; IR, UV, NMR. Additional techniques include mass spectrophotometry and gas chromatography. PR: Chemistry 201.

301. Physical Chemistry **four hours**
This course consists of a rigorous treatment of chemical kinetics and thermodynamics based on calculus and physics. The application of partial differentiation and mathematical software to chemical problems is specifically addressed during this course. The course consists of four lecture hours per week. PR: Chemistry 201, 205, Physics 102 or 106, Math 185 or 190. CR: Chemistry 321.

302. Physical Chemistry **four hours**
This course deals with the development of quantum chemistry. Elements of linear algebra, differential equations, and mathematical software will be applied to chemical problems. The course consists of four lecture hours per week. PR: Chemistry 202, 208, 301, Math 186 or 315. CR: Chemistry 322.

321. Advanced Integrated Laboratory I **one hour**
This is the first in a four-semester sequence of laboratory courses that provides a capstone experience for chemistry majors. During the sequence, students learn to integrate the skills required of practicing chemical professionals. They synthesize and characterize organic and inorganic compounds, learn the use, design and limitations of modern computer-controlled chemical instrumentation, study spectroscopy, reaction rates and chemical equilibria, and perform computations on chemical systems. As the sequence of laboratories progresses, students become increasingly responsible for independent design of experimental procedures. Written and oral communication skills are also stressed throughout the sequence. The course consists of three laboratory hours per week. PR: Chemistry 201. PR or CR: Chemistry 205, 301.

322. Advanced Integrated Laboratory II one hour
This course is a continuation of Chemistry 321. The course consists of three laboratory hours per week. PR: Chemistry 208, 321. CR: Chemistry 302.

401. Independent Study and Research one-three hours
Independent study and research under the direction of a faculty member. PR: Consent of Instructor.

402. Independent Study and Research one-three hours
Independent study and research under the direction of a faculty member. PR: Consent of instructor.

403. Independent Study and Research one-three hours
Independent study and research under the direction of a faculty member. PR: Consent of Instructor.

415. Instrumental Analysis three hours
This course focuses on the theory behind instrument design for spectroscopic, chromatographic, and electrochemical methods of analysis. The course consists of three hours of lecture per week. PR: Chemistry 302. CR: Chemistry 471

430. Advances in Modern Chemistry three hours
This course will be an advanced class on current topics in the field of chemistry. It will cover a wide range of subjects including analytical, organic, inorganic and physical chemistry. A textbook will not be required for this course; instead, it will be based on recent journal articles. The primary journal source will be Accounts of Chemical Research. The course consists of three hours lecture per week. PR: Chemistry 302.

440. Advanced Organic Chemistry three hours
This course consists of an advanced study of organic reaction mechanisms and organic syntheses. The course consists of three lecture hours per week. PR: Chemistry 302.

450. Advanced Inorganic Chemistry three hours
This course consists of an advanced study of inorganic reactions, coordination compounds, and theories based on quantum mechanical principles. The course consists of three lecture hours per week. PR: Chemistry 302, 415. CR: Chemistry 472.

460. Seminar one hour
Each chemistry major should register for seminar one semester, preferably during his/her senior year. PR: Consent of Instructor.

471. Advanced Integrated Laboratory III one hour
This course is a continuation of Chemistry 322. The course consists of three laboratory hours per week. PR: Chemistry 322. CR: Chemistry 415.

472. Advanced Integrated Laboratory IV one hour
This course is a continuation of Chemistry 471. The course consists of three laboratory hours per week. PR: Chemistry 471. CR: Chemistry 450.

Computer Science
(School of Science and Mathematics)

100. Concepts of Computing three hours
This course provides an overview of use and capability of computer hardware and software. Computer terminology and an understanding of similarities and capabilities of application software are emphasized. Developing skill in using specific applications is not the primary emphasis of the course. Included is (1) a discussion of the components of a current computer system and how they interact, (2) an introduction to a small variety of application software with emphasis on similarities of the applications, (3) data transfer between applications, copying files, downloading and uploading, (4) troubleshooting techniques for hardware and software problems, and (5) a discussion of computer programming. Classes will meet in a computer lab several times during the course as software is introduced. Assignments will include projects requiring use of the applications and a project involving the writing of an elementary program.

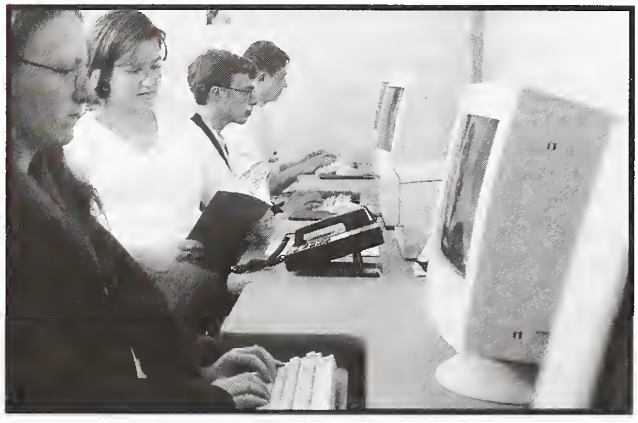
101. Applied Technical Programming three hours
This course will provide an introduction to the BASIC programming language as well as familiarity with microcomputer hardware and operating system commands. Several short programming projects will be assigned. The emphasis of the projects will be technological applications. This course may not be substituted for either CS 100 or CS 102. PR: Math 101.

102. Principles of Programming I three hours
This course is a study of the foundations of software development. Students are introduced to computer organization, data representation, the software development cycle, and programming concepts including control structures, functions, elementary data structures, and text file processing. Programming projects in the language C++ are assigned to provide students with experience in software development. PR: Math 111 OR high school algebra I and II with a Mat ACT score of 21.

108. Principles of Programming II three hours
This course is a continuation of CS 102 and covers storage classes, structures, pointers, dynamically allocated lists, non-text files, and concepts of OOP (Object Oriented Programming) including objects and classes, encapsulation, inheritance, and polymorphism. Projects in the language C++ are assigned to provide students with experience implementing larger multi-part applications using the aforementioned concepts. PR: CS 102.

199. Special Topics in Electronic Data Processing one-twelve hours
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

200. Principles of Programming III three hours
This course is a continuation of CS 102 and covers storage classes, structures, pointers, dynamically allocated lists, non-text files, and concepts of OOP (Object Oriented Programming) including objects and classes, encapsulation, inheritance, and polymorphism. Projects in the language C++ are assigned to provide students with experience implementing larger multi-part applications using the aforementioned concepts. PR: CS 108.



201. Machine Organization **three hours**
This course offers the student a better understanding of how programs are executed by the hardware. Assembly language instructions, data representation, subroutine calling conventions, BIOS and DOS service routines, interrupt handling, and communication between hardware devices are covered. Programming projects are assigned to exemplify the topics covered in class. PR: CS 108.

215. Software Design and Development with Ada **three hours**
This course provides an introduction to software design concepts including modularity, abstraction, problem specification, and design and verification of software. Projects are assigned to illustrate the software development concepts as well as the special features of the Ada programming language including generic packages and tasking. PR: CS 108.

230. Java and Internet Applications **three hours**
This course provides an introduction to programming in a hardware-independent language. Students will develop applications which can be downloaded from the Internet without risk to the recipient's system. Topics include basic Java syntax, object oriented programming from a lava perspective, graphical interface components, exception handling, multi-threading, files and streams, display of multimedia images and animation. Programming projects are assigned to illustrate these concepts. PR: Math 2 16 and CS 270.

270. Data Structures, Algorithms and OOP I **three hours**
This course reviews OOP (Object Oriented Programming) concepts adding more depth, and begins a formal study of data structures including stacks, queues, and trees. Basic analysis of the algorithms pertaining to these structures is covered, along with Big-O notation. Programming projects are assigned which declare abstract list classes from which descendant classes are created to manipulate stacks, queues and trees. This course meets three hours per week for lecture with an additional hour per week arranged. PR: CS 200, Math 170, and Math 216.

300. Computer Graphics **three hours**
This course provides an overview of interactive graphics programming. Topics include the design of a simple graphics package, interactive devices and techniques, geometrical transformations, and viewing in three dimensions. Representation of three dimensional shapes is also developed. PR: CS 270.

305. Student Consulting **one hour**
The student consultant will provide program consulting for students enrolled in introductory computer classes. This service will be performed in the computer terminal room of the Computer Center Lab for three hours each week of the semester. The service will be restricted to assistance with terminal operation and programming problems that involve system software, language syntax, or interpretation of diagnostic messages. PR: Departmental consent.

310. Artificial Intelligence **three hours**
This course is an introduction to AI techniques, using a symbolic or logic-based programming language. Topics covered include knowledge representation, heuristic search, natural language processing, game playing, theorem proving, and expert systems. Programming projects are assigned to illustrate these concepts. This course meets three hours per week for lecture with an additional hour per week arranged PR: CS 270 and either Math 200 or Consent of Instructor.

370. Data Structures, Algorithms and OOP II **three hours**
This course is a continuation of CS 102 and examines additional data structures, such as Graphs, Networks, and Hash Tables. Basic analysis of various algorithms pertaining to these structures is covered. The use and extension of existing object libraries is studied, with an emphasis on programming for a GUI environment. Projects which illustrate these topics are assigned. This course meets three hours per week for lecture with an additional hour per week arranged. PR: CS 270.

410. Data Base Management **three hours**
The primary emphasis of this course is creation of a program which implements a query language. The project includes subroutines for scanning, manipulating a data dictionary, and performing queries and updates. Familiarity with data base terminology is also developed. PR: CS 302.

420. Selected Advanced Topics **three hours**
Current topics of interest in computer science are addressed in this course. The topic to be covered will be selected by the instructor and approved by the School's chairman. PR: CS 370.

421. Computer Science Special Project **three hours**
Each student enrolled in this course will independently develop a project under supervision of the instructor. The project will be a practical application of computer science. The student and instructor will agree on the nature of the project necessary to satisfy the course requirement. PR: Consent of instructor.

Criminal Justice
(School of Social Science)

100. Introduction to Criminal Justice **three hours**
This course introduces the student to the three principal components of the criminal justice system: law enforcement, judiciary, and corrections. It will examine the history, structure, functions, and issues of each component, and introduce the student to the measurement of crime, criminological theories, criminal law, justice perspectives, and the juvenile justice system.

101. Police Operations **three hours**
The student will be introduced to the day-to day duties of a police officer. Emphasis will be placed on community and human relations, patrol and traffic functions, order maintenance, report writing, investigations, communications, interviewing, search and seizure, and arrest. Police stress and survival skills will also be discussed.

199. Special Topics in Criminal Justice **one-twelve hours**
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs. PR: CJ 100.

201. Traffic Law Enforcement **three hours**
The role of the police officer in traffic control and enforcement is examined in detail. Among the topics studies will be West Virginia traffic law, accident investigation and reconstruction, traffic education, and the interrelations of local, state, and federal agencies responsible for traffic functions. PR: CJ 100.

202. Principles of Criminal Law I **three hours**
Structure, definitions and interpretations of criminal statutes of particular interest. The scope, purpose, and definition of the criminal law in general, including the study of crimes against the person, property, and other offenses.

203. Computer Crime: Legal Issues and Investigation Procedures **three hours**

This course provides an overview of computer crime and procedures forensic computing specialists, law enforcement investigators and prosecutors must invoke to successfully prosecute computer criminals. PR: Consent of Instructor.

204. Police Defense Tactics **one hour**

The student will be exposed to the methods of physical protection, including the techniques of baton use, disarmament, and defense techniques.

205. Natural Resources Laws **three hours**

A study of the State Natural Resources Laws dealing with the objectives of the Department of Natural Resources, the meaning of these various laws and regulations and the authority granted officers in their enforcement. PR: CJ 100.

206. Introduction to Corrections **three hours**

A survey of the current correctional process in America which includes the origin and legal procedures of the present system and the effects of the system on the individuals well as on our society. Special emphasis is given to current theories of rehabilitation in the institution and in probation and parole. Emphasis is also given to the administration of the adult and juvenile institutions and the alternatives and future of the present system.

209. Firearms **three hours**

This course addresses safety precautions, legal provisions, moral aspects, principles of decision shooting, and restrictions in the use of firearms. Nomenclature and the firing process of the sidearm and shotgun will be demonstrated. PR: CJ 100.

212. Abnormal Behavior and Crisis Intervention **three hours**

A study of the recognition and handling of abnormal persons with emphasis on those mental conditions most encountered by the criminal justice practitioner. Methods of crisis intervention, basic conflict management, and referral and diversion will also be discussed. PR: CJ 100.

215. Introduction to Private Security **three hours**

Students will be introduced to the private security industry. The course will analyze the evolution, philosophy, responsibilities, and functions of private security. It will include risk management, occupational safety and health, public relations, and loss prevention measures. The student will examine similarities and differences between private security and public policing. PR: CJ 100.

218. Police Administration **three hours**

This course is a survey of public police administration and includes political influences and controls, principles of leadership, interpersonal and organizational communication, human resource management, labor relations, information systems and applications, planning and decision making, financial management, measurement of productivity, and organizational change. PR: CJ 101.

220. Juvenile Justice Process **three hours**

Definitions of delinquent behavior; contributing social problems; adolescence as a subculture; the adjudication process for juveniles - philosophy and practice; treatment procedures. PR: CJ 100.

255. Law of Corrections **three hours**

This course is designed to introduce the student to the concepts of law related to the rights of the accused and convicted in the corrections environment, both pre-conviction and post-conviction, including the constitutional rights of pretrial detainees and prisoners; remedies available for the violation of such rights; potential liability (civil and criminal) of corrections officials for violation of such rights and some practical applications of such principles. The course will utilize the case study method in combination with lectures and readings to achieve the stated goals. PR: CJ 206.

236. Criminal Investigation **three hours**

This course will survey the fundamental techniques of criminal investigation. Students will be exposed to the history of criminal investigation and criminalistic, interviewing and interrogation, physical evidence, crime scene procedures, crime analysis, investigation techniques, report writing and case preparation, and courtroom testimony. PR: CJ 100.

240. Adjudication Process **three hours**

Role and structure of prosecution, public defense, and the courts; basic elements of the substantive criminal law; procedural law and its relation to constitutional guarantees. PR: CJ 100.

246. Criminal Evidence **three hours**

Constitutional and procedural considerations affecting arrest, search and seizure, post-conviction treatment; origin, development, philosophy, constitutional basis of evidence, kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies; focus upon the case study approach. PR: CJ 100.

300. Criminalistics **three hours**

Students will study the scientific approach to collecting and analyzing physical evidence. The course will expose the student to the procedures of searching and processing crime scenes for fingerprints, body fluids, glass, fibers, tool marks, ballistics, footprints, and tire impressions. The student will be instructed in the proper methods of preserving and shipping criminal evidence for analysis, the various laboratory techniques used in analyzing criminal evidence, and how expert witness testimony is prepared and presented in court. PR: CJ 236.

301. Internet Vulnerabilities and Criminal Activity **three hours**

This course is designed to provide the student with relevant data concerning vulnerabilities and criminal activity on the Internet. The course will define and describe potential impacts of cyber crime. PR: Consent of Instructor.

305. Changing Roles of Women in Criminal Justice **three hours**

The course will examine issues concerning women within the contemporary criminal justice system. The course will explore theories and current research of the historical role of women as practitioners, offenders, and victims.

316. Community Relations & Ethics **three hours**

This course is an analysis of the relationship between criminal justice agencies and the public, and an analysis of professional ethics in the performance of public duties. The course will address problems in citizen relations; treatment of victims, witnesses, and jurors; citizen involvement in the criminal justice process; and resources related to community programming. The student will review corruption, illegal activities, and issues of ethics among criminal justice employees. PR: CJ 100, 206.

320. Criminology **three hours**

The study of deviant behavior as it relates to the definition of crime; crime statistics; theories of crime causation; crime typologies. PR: CJ 100.

325. Analysis of Security Operations three hours

This course is designed to assist the student in obtaining an advanced understanding of private and public security. A historical and philosophical perspective will be utilized in order to help students better understand the principles on which private security is founded, risk analysis, physical and procedural controls, and intelligence gathering. Other current security issues will be addressed. PR: CJ 215.

330. Group Disturbances three hours

During class discussions, students will explore types of disturbances which occur in the correctional settings and become familiar with strategic planning responses as they apply to the various types of disturbances. The course will utilize video graphics, group discussions, lectures, and site visits to achieve the stated goals. PR: CJ 206.

335. Analysis of Police Operations three hours

This is a seminar in major police issues. The topics will vary according to the interests of the instructor and students but will consist of current issues in police operations. Topics may include officer selection and promotion processes, academy and field training, corruption and brutality, minorities and women in police work, crime prevention, community relations, and community policing. The focus will be on determining practical and effective policies and procedures. PR: CJ 101.

340. Laws of Arrest, Search & Seizure three hours

This course will deal with constitutional law relating to the police function. Focus will be on the Fourth, Fifth, Sixth, and Fourteenth Amendments, which include reasonable suspicion and probable cause, warrant requirements and exceptions, field stops and interviews, interrogations, right to counsel, pretrial identifications, the exclusionary rule, and due process. There will be detailed discussion on the reasons for constitutional protections to engender an understanding of and respect for the rights of all people involved in the criminal justice process. PR: CJ 100, 101.

350. Group Techniques three hours

The course is designed to instruct the student in the principles of group interactions. This information will directly apply to groups within a prison population with specific information regarding a variety of criminal personalities. PR: CJ 212.

355. Analysis of Correctional Operations three hours

Problems of management of the correctional process; programming, security, information systems, reports, case management, evaluation progress; custody and discipline as they relate to rehabilitative efforts; community adjustment facilities; problems of probation and parole. PR: CJ 206.

360. Community-Based Corrections three hours

This course is designed to instruct the student in the study of diversion, pretrial release programs, probation, restitution, community service programs, temporary release programs, halfway houses and parole. Emphasis will be placed upon special problems and needs of females, juveniles and drug-and-alcohol-abusing offenders. The preparation of the pre-sentence investigation report will also be covered. PR: CJ 206.

365. Licit and Illicit Drugs three hours

This course is designed to instruct the student in the understanding of street drugs and their effects on the individual. The student will also be instructed in the specialized techniques in the drug investigation as well as the legislation that applies directly to the defenses. PR: CJ 100.

370. Economic Crime three hours

The course content will provide students with an overview of economic/white collar crime in America. The course will include an examination of definitional problems, difficulties in establishing the scope and extent of economic crime, review of theories of causation, law enforcement effectiveness, efforts of technology, and a number of related topics. PR: CJ 100.

399. Special Issues in Criminal Justice three-nine hours

Forum for special course offerings focusing upon special issues in criminal justice by visiting instructors or regular faculty.

401. Independent Study one-six hours

Students involved in this course will conduct surveys and applied research projects as approved and supervised by a Criminal Justice faculty member. PR: Junior or Senior status.

405. Terrorism three hours

A course designed to give the student an understanding of the problem of terrorism and political violence. The course will define terrorism; examine its origins, characteristics, nature and trends; analyze in detail various terrorist organizations, and address selected problems in the response to terrorism. (Credit in Criminal Justice or Political Science)

410. Research in Criminal Justice three hours

Interaction of theory, research, and practice in the criminal justice process; purposes and limits of research; introduction to research design, data collection, analytic techniques, data processing resources, and preparation of research reports. PR: Junior or Senior status.

411. Field Practicum three-twelve hours

A supervised professional study conducted in the criminal justice field setting. PR: Junior or Senior status and a 2.5 GPA.

415. Community Policing three hours

The student will be provided a detailed analysis of community policing, which is the dominant philosophy for providing police services in the twenty-first century. The course will include the history of community policing, definitions of "community", current strategies for the implementation of this philosophy, and the impact community policing will have on crime, disorder, and fear. Also included in the course will be a thorough description of the totally new role of a police officer as a Community Policing Officer and the requirements to be successful. PR: CJ 101, Junior or Senior status.

425. Evaluation of the Criminal Justice System three hours

This is the capstone seminar in criminal justice with a focus on policy analysis. It will examine controversial criminal justice issues. Topics of study will vary according to the interests of the instructor and students, but they may include capital punishment, gun control, drug policy, crime myths, racism and discrimination in the justice process, white collar crime, and corruption. Students will be required to write a major research paper. PR: Junior or Senior status.

495. Seminars in Criminal Justice Management one-three hours

Workshops designed for personnel staffing management positions in the criminal justice system; focus upon solutions to particular administrative problems. PR: Junior or Senior status.

Economics
(School of Business and Economics)

199. Special Topics in Economics one-twelve hours

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chair-

man. Credits earned will be applicable as free electives in degree and certificate programs.

200. Economics **three hours**

Economics 200 is intended as a General Education course for non-business majors. It will provide the student with a broad background in the field. The student will be exposed to micro and macro economic theory and international economics and should develop adequate knowledge to understand the role of economic systems and the application of economic principles in modern society.

201. Economic Principles and Problems I **three hours**

(For those meeting the requirement of six hours in Economics) The course approaches the subject from the point of view of macroeconomics covering the nature and method of economics and describing how the capitalistic system functions. Further study is made of the business cycle, fiscal policy, monetary policy, gross national product, and similar concepts. Some time is devoted to the study of competing economic systems.

202. Economic Principles and Problems II **three hours**

(For those meeting the requirements of six hours in Economics) This course is devoted to microeconomics. It follows the analysis of the firm and the decisions made by the managers of the firm. It includes the analysis of demand and supply and price and output determination. It is also concerned with the important problems in the field of economics: monopoly, agriculture, international trade, labor, economic development, and similar problems. PR: Econ. 201.

301. Intermediate Economic Analysis: Microeconomics **three hours**

Consumer demand, the supply function, and market pricing with various degrees of competition oriented to the viewpoint of the individual firm and the industry of which the firm is a part are examined from a theoretical point of view. PR: Econ. 201, 202.

302. Intermediate Economic Analysis: Macroeconomics **three hours**

National income, as a measure of economic activity, is descriptively and theoretically analyzed. Examination of theories of consumption and investment spending including monetary demand and supply are integrated with current economic problems to explain the level of employment and prices. PR: Econ. 201, 202.

303. Money, Credit, and Banking **three hours**

An intensive study of money and credit principles with an analysis of their effects upon prices. History of banking, banking principles and practices. PR: Econ. 201, 202.

305. Economics of Labor **three hours**

A review of labor history with emphasis on the aims and methods of labor organizations, and theories of wages, and the current trends in labor-management relations. PR: Econ. 201, 202.

308. International Economics **three hours**

This course examines topics relevant to international trade relations, such as the development of modern trade theory, international equilibrium, tariffs, non-tariff trade barriers, trade regulations and policies, and regional trading arrangements. It also covers topics relevant to international monetary relations, such as the balance of payments, foreign exchange rate determination, and international banking. PR: Econ. 201, 202 or Consent of Instructor.

401. Managerial Economics **three hours**

This course applies economic theories and tools of analysis to decision making within the firm or organization. The topics studied include decision making and risk, estimation of product demand, analysis of production costs, and price determination. PR: Econ. 201, 202.

406. Guided Economic Study **one-three hours**

Intensive reading, research, and study in current literature and documents in regard to a selected economic problem or group of problems. The field of study will be one in which the student has a special interest. All work will be done individually and the class will be conducted by conferences with each student. PR: 17 hours of Economics, Business, and Social Science courses.

450. Practicum **three-twelve hours**

A work internship in one of the state departments where the student's work experience will be in the area of economics. Earned hours may count as electives only for major and minor field requirements.

Education
(School of Education/Health and Human Performance)

199. Special Topics in Education **one-twelve hours**

The topic to be studied will be determined by the instructor and approved by the Dean of Teacher Education. Credits earned will be applicable as free electives in degree and certificate programs.

100. Introduction to Education **three hours**

This course provides the student with an overview of the profession. Its primary purpose is to provide the student with information prerequisite for formulating an informed career decision and a professional commitment to teaching. It also includes an analysis of the historical, philosophical, and sociological basis for programs, instructional strategies and teaching behaviors in American Education. It is recommended that students take this course no earlier than the second semester of their freshman year.

220. Areas of Exceptionality in Special Education **three hours**

This course is a guided survey of the areas of exceptionality in the field of Special Education (emotionally disturbed, physically handicapped, speech and language, visually impaired, hearing impaired, mentally retarded, gifted, and learning disabled), and the historical-philosophical and political-sociological foundations related to exceptional children. The laboratory component of the course is designed to give experience in the areas of exceptionality through observation and limited participation in these areas.

225. Computer Education **three hours**

In this course, students study the history of computers in society and education. The focus of the course is on understanding the theories supporting computer use in schools, the ways computers are used, and the effects of computer-based instruction on student learning.

226. Technology in Instruction **three hours**

This course prepares the pre-service teacher (K-5) to fully plan, implement, and evaluate statewide technology plans. Contents include technology standards, resources, and planning; online education; and curriculum integration and design.

300. The Reading Process **three hours**

This course examines the components of reading with emphasis placed upon word attack skills, reading comprehension and factors which affect reading progress. It should be taken currently with Education 303 in the junior year. PR: Education 200 and 302.

302. Human Growth and Development three hours

This course is an analysis of human development from birth through adolescence. The influence of heredity and environment on the development of personality and behavior and their implications for educators is stressed. Observations of school age children are required. PR: Education 200 and 32 or more semester hours with a C average.

303. Educational Psychology three hours

This course is a representative survey of psychology emphasizing the application of prominent learning theories as they relate to the teaching-learning act. Observations in the schools are required. PR: Education 200, 302, and 48 or more semester hours.

304. Developmental Reading three hours

This study and application of teaching methods, materials and resources in the development of various reading skills should be taken following Ed. 300. PR: Education 200, 302, 300, 303.

305. Human Exceptionality & Cultural Diversity three hours

Designed to prepare the pre-service teacher to effectively teach the range of students found in the public schools. It provides information about the spectrum of students: those considered handicapped, gifted, culturally diverse, and those at risk for school failure. It also presents strategies for adapting instruction to meet the learning needs of the mainstreamed classroom. A field experience is required. PR: Education 303

306. Instructional Technology three hours

This course is designed to introduce pre-service teachers (K-12) to computer technology and its applications to the classroom and curriculum. Interactive technology via the computer will be the major focus of the course although other forms of technology, including multimedia, will be explored. Special emphasis will be placed on (1) the customizing of instruction to meet learning styles of a diverse student population, (2) the evaluation of current software applications and (3) the use of the instruction and for required laboratory assignments. PR: Education 305

307. Instructional Technology II three hours

This course prepares the pre-service teacher to utilize school wide classroom technology applications. Hardware, software, advanced applications, computer lab operations, and school wide assistance are the major areas of intent in the course.

310. Language Arts/Social Studies in Elementary School two hours

This is a methods course in which prospective K-6 teachers translate the content and skills of language arts and social studies to the developmental levels, prior experiences, intellectual, emotional and social needs, and learning styles of students. Activities focus on the acquisition of knowledge, skills, and attitudes through practice in selecting appropriate content, goals, and strategies for K-6 students and designing effective teaching and evaluation procedures. A field experience is required.

317. Specific Learning Disabilities three hours

An overview of the field of Specific Learning Disabilities is offered in this course. It analyzes the definition, characteristics and causes of specific learning disabilities. Emphasis is placed on learning development, specific legislation, programs, contemporary issues, and agencies relating to specific learning disabilities. A laboratory experience assists the student in synthesizing the content of the course. PR: Education 220 and 305 or consent of the Dean.

318. Behavior Disorders three hours

An overview of the field of Behavior Disorders is offered in this course. It analyses the definition, prevalence, causes, characteristics, and specific legislation related to behavior disorders. Emphasis is placed on learning development, classroom management, specific legislation, programs, issues, and agencies related to behavior disorders. A field experience assists the student in synthesizing the theoretical and practical content of the course. PR: Education 220 and 305, or consent of the Dean.

320. Education of the Mentally Impaired three hours

This course is an analysis of the definition, characteristics, and causes of mental retardation. Emphasis is placed on learning and development, intelligence, specific legislation, programs and the various social agencies related to retardation. A laboratory experience is required. PR: Education 220 and 305 or consent of the Dean.

321. Diagnosis, Prescription and Assessment Techniques in Special Education three hours

An in-depth investigation of the diagnostic and assessment procedures and instruments utilized in the identification and evaluation of exceptionalities is the focus of this course. The laboratory components require involvement in diagnosis and assessment of exceptional children. PR: Education 220, 305, or 317 or 320.

326. Curriculum and Instruction: Core Knowledge and Skills for Handicapped Learners three hours

It applies the theoretical approach to teaching the handicapped learner in grades K-12. The course prepares the preservice teacher to set appropriate goals and objectives for curriculum and instruction, select materials, methods, and strategies for individual learners; and communicate this knowledge effectively to the student, the professional community (especially regular educators), and parents. PR: Education 220, 305, 317 and /or 320.

400. Classroom Organization and Practices I two hours

This is the culminating methods course in which prospective teachers make the transition from the college to the public school setting with student interactions between the two in the following general areas; 1) organization, schedules, policy, and procedures in a public school setting; 2) planning for instruction within the public school curriculum guidelines; 3) effective management practices within public school policy guidelines; 4) developing, selecting, and administering evaluation assessment instruments; using assessment results to determine beginning instructional levels and evaluation of teaching and learning. Clinical experiences will focus upon small group instruction primarily in math and reading/language arts.

401. Classroom Organization and Practices II two hours

This is the culminating methods course in which prospective teachers make the transition from the college to the public school setting with student interactions between the two in the following general areas; 1) organization, schedules, policy, and procedures in a public school setting; 2) planning for instruction within the public school curriculum guidelines; 3) effective management practices within public school policy guidelines; 4) developing, selecting, and administering evaluation assessment instruments; using assessment results to determine beginning instructional levels and evaluation of teaching and learning. Clinical experiences will focus upon small group instruction primarily in math and reading/language arts.

420. Student Teaching Experience (Elementary) eight hours

Full-time involvement in the teaching-learning process in a public elementary school setting is required for successful completion of this course. Students will observe, assist and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional courses in the I.P.P.

421. Student Teaching Experience (Grades K-12) four hours

Full-time involvement in the teaching-learning process in a public elementary school setting is required for successful completion of this course. Students will observe, assist and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional courses in the I.P.P.

422. Student Teaching Experience (Grades K-12) four hours

Full-time involvement in the teaching-learning process in a public secondary school setting is required for successful completion of this course. Students will observe, assist and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional courses in the I.P.P.

432. Evaluation Techniques in the Secondary School two hours

This course acquaints students with the basic principles and practices of student assessment through the use of standardized and teacher-made tests. Simple statistical treatments of both types of test are included. PR: Admission to the I.P.P.

433. Planning, Instruction, and Classroom Management in the Secondary School three hours

This involves the student in planning and implementing effective instructional strategies, understanding principles of classroom management and control, and personalizing an approach to instruction for use in the student teaching experience. PR: Admission to the I.P.P.

446. Applied Practicum: Mentally Impaired and/or Learning Disabled three hours

A field based practicum intended to actively involve the teacher trainee in the application of previously learned concepts about the mentally impaired and/or the learning disabled student. Emphasis is placed on assessment, curriculum, instructional techniques, methodology, modifications and collaboration with regular education. Prerequisites: Education 220, 305, 317, and /or 320, 321, and 326.

450. Student Teaching Experience (Secondary) eight hours

A full-time involvement in the teaching-learning process in a public secondary school setting is required for successful completion of this course. Students will observe, assist and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: Admission to the I.P.P. and a C average for all professional courses in the I.P.P.

470. Student Teaching in Mental Impairment four hours

A minimum four-week full-time student teaching experience in an appropriate public school setting is required for successful completion of this course. The experience emphasizes application of essential concepts and skills in designing instructional approaches for the mentally retarded. Students will observe, assist and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: All course work in the program.

471. Student Teaching in SLD four hours

A minimum four-week full-time student teaching experience in a fully certified SLD program with a licensed teacher in Specific Learning Disabilities is required. The experience is designed to provide the teacher trainee with the opportunity to blend theory into practice through the application of those skills essential in designing and implementing instructional approaches for Specific Learning Disabled Students. PR: All coursework in the program.

472. Student Teaching: Multi-Categorical four hours

A minimum six week full-time student teaching experience in an appropriate public school setting is required for successful completion of this course. The experience emphasizes application of essential concepts and skills in designing instructional approaches for students with behavior disorders. Students will observe, assist, and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: All Course work in the program.

English
(School of Language and Literature)

104. Written English I three hours

A summary, emphasizing practical skill, of the principles that underlie expository writing, audience analysis, thesis formulation, organization, diction, sentence structure, and paragraph development. An introduction to reading for content in texts selected from across the disciplines. Instruction in word processing, with process-oriented practice in the drafting, revision, and editing of texts. PR: A score of 17 on the ACT English test or successful completion of an appropriate Basic Skills writing course. NOTE: English 104 is a prerequisite for enrollment in all other English courses. A "C" in English 104 and 108 is a graduation requirement for all degrees.

108. Written English II three hours

A continuation of Written English I that provides experience in analyzing and writing argument and persuasive prose. A central feature of the course is a library research project that is intended to develop familiarity with reference sources and skill in summarizing the diverse points of view of multiple sources. PR: A "C" in English 104. NOTE: A "C'" in English 104 and 108 is a graduation requirement for all degrees.

109. Technical Report Writing three hours

A course designed to provide practice in the writing of expository articles and reports of a technical nature. Considerable emphasis is placed on collecting scientific facts and organizing them in a prescribed technical form. Business letters, memoranda, and other types of written communication common to the industrial and business worlds are also stressed. PR: Eng. 104. Eng. 109 may be substituted for Eng. 108 in certain associate degree programs only. This course will also fulfill the General Studies Electives writing option.

220. Literature of the Western World I: Homer through Milton three hours

A study of European literary masterpieces, including the Old Testament; the Greek, Roman and Christian epics; Greek and Shakespearean drama; and lyric poetry of many ages and cultures. PR: English 104. NOTE: It is advisable that students take English 220 before 221.

221. Literature of the Western World II: Swift through Marquez **three hours**

A study of Western literary masterpieces, including the 18th century satirists (Swift, Voltaire); the 19th century Romantics (Goethe, Wordsworth, Melville) and Realists (Ibsen, Dickens, Chekhov); and the 20th century Modernists (Frost, Camus, Woolf) and Surrealists (Kafka, Borges, Beckett, Marquez). PR: English 104.

230. Introduction to Literature I: Prose Narratives **three hours**

A study of the narrative art, both in fictional forms (the short story, novel, allegory) and non-fictional forms (autobiography, personal essay), with readings from many cultures, giving substantial exposure to important works written in the last 100 years and to those written by women and minorities. PR: English 104.

231. Introduction to Literature II: Poetry & Drama **three hours**

A study of lyric, dramatic, and narrative poetry; and of drama with representative works from 5th century Athens, Shakespeare's London, and the modern theatre. Significant exposure will be given to poems and plays by and about women and minorities. PR: English 104. English 104 and 108 are prerequisites for all the following courses.

303. Survey of American Literature I: Beginnings to the 1850s **three hours**

A study of American literary traditions from the poets, diarists and chroniclers of the 1600s and 1700s to the writers of imaginative and autobiographical prose and poetry of the early-mid 1800s.

304. Survey of American Literature II: The 1850s to the present **three hours**

A study of America's literary traditions from the 1850s to the present, including the poets, "local color" writers, Naturalists and Realists of the late 1800s; the experimental poetry and fiction of the early 1900s; the major dramatists; and a large sampling of the writers from the last half of the century.

313. Survey of British Literature I: Beowulf to 1798 **three hours**

A study of British literature beginning with Beowulf and continuing through the 18th century, including Chaucer, Shakespeare, Donne, Milton, Swift, and Pope.

314. Survey of British Literature II: 1798 to Present **three hours**

A study of British literature from the early Romantic period through the present day, including such writers as Blake, Wordsworth, Austen, Tennyson, Dickens, Yeats, Shaw, Woolf, Joyce, Eliot, Beckett, and Auden.

320. Literary Criticism **three hours**

A study of past and present critical methods and of the theoretical assumptions upon which they are based.

330. Semantics and Pragmatics **three hours**

Study in those branches of linguistics concerned with the nature, structure, and meaning of verbal expressions and their functions in discourse.

331. Study of the English Language **three hours**

Word history and analysis; diction; descriptive grammar and construction; fundamentals of composition. Required of all prospective teachers of English; to be taken before the I.P.P. Sophomores must have permission of instructor.

332. Narrative and Descriptive Writing **three hours**

An introduction to narrative and descriptive techniques in fictional, nonfictional, dramatic and poetic writing. Exercises in writing techniques prepare students to write a variety of finished works. Students also read and discuss models by accomplished writers. This course also fulfills the General Studies Electives writing option.

333. Writing Non-Fiction **three hours**

Study and practice of the various kinds of expository writing with special emphasis upon the skilled production of research papers. This course also fulfills the General Studies Electives writing option.

344. Writing Poetry **three hours**

A workshop-based, individual-centered course in which students examine the tradition of poetry and poetics and how their own interest in writing poems may work within and against that tradition. The emphasis is on writing, revising, and presenting poems first privately and then to various public audiences. Students will also read and respond to modern poems and essays on poetics. It is advisable that students first take English 332.

345. Writing Fiction **three hours**

A workshop-based, individual-centered course in which students examine the tradition of fiction and how their own interest in writing stories may work within and against that tradition. The emphasis is on writing, revising, and presenting stories first privately and then to various public audiences. Students will also read and respond to modern stories and essays on fiction. It is advisable that students first take English 332.

349. Advanced Technical Communication **three hours**

This course places special emphasis on the preparation and implementation of the extensive, formal report in business, industry, and public service organizations. As such it will feature an introduction and orientation to source materials for advanced technical research and presentation, and it will also be concerned with the use of technical language for informed and uninformed audiences.

354. Children's Literature **three hours**

A survey of literature desirable for children; development of principles of selection and standards of evaluation; wide acquaintance with current books.

355. Young Adult Literature **three hours**

A survey of literature appropriate for adolescents; development of principles of selection, analysis, and standards of evaluation; wide acquaintance with current books.

361. Major American Writers 1820-1870 **three hours**

A seminar on the lives and works of 3 or 4 of the most enduring, influential writers of these decades. Among the writers who could be chosen for study are Irving, Poe, Hawthorne, Emerson, Thoreau, Melville, Whitman, and Dickinson. Students are advised to take 303 before 361.

362. Major American Writers 1870-1940 **three hours**

A seminar on the lives and works of 3 or 4 of the most enduring, influential writers of these decades. Among the writers who could be chosen for study are James, Twain, Crane, Howells, Dreiser, Cather, Wharton, Frost, Stevens, W. C. Williams, Hemingway, Fitzgerald and Faulkner. Students are advised to take 304 before 362.

363. The American Novel **three hours**

A course designed to trace the development of the American novel from the late eighteenth century to the present. Important American novels will be analyzed in a temporal sequence. Students are advised to take 313 before taking the following five courses.

370. Literature of the Middle Ages **three hours**

This course presents a study of English and continental European literature of the Middle Ages. Genres covered will include the chronicle, romance, fabliau, beast fable, lyric, saint's legend, and drama.

373. Chaucer **three hours**

A study of selected works by Chaucer which help to reveal the range and development of his thought and art. The emphasis will be on *The Canterbury Tales* and *Troilus and Criseyde*.

374. Shakespeare **three hours**

A study of representative histories, comedies, and tragedies.

375. Seventeenth Century British Literature **three hours**

A study of important British writers of the period, including Donne and Herrick, and emphasizing Milton.

377. Eighteenth Century British Literature **three hours**

A study of important British writers of the period, particularly Dryden, Swift, Pope, and Johnson.

Students are advised to take 314 before taking the following three courses.

378. Literature of the Romantic Period **three hours**

A concentrated study of the works of such writers as Blake, Wordsworth, Coleridge, Byron, Shelley, and Keats.

379. Literature of the Victorian period **three hours**

A concentrated study of the works of such writers as Tennyson, Browning, Rosetti, Arnold, Swinburne, Mill, Ruskin, and Carlyle.

380. Twentieth Century British Literature **three hours**

A study of the major texts in 20th century British literature that reflect the cultural, social and literary issues of the time. Among the writers who could be studied are poets from Yeats and Eliot to Heaney and Larkin, playwrights from Beckett to Stoppard, and fiction writers from Joyce and Waugh to Fowles and Drabble.

381. The British Novel **three hours**

A historical and critical study of significant British novels of the eighteenth, nineteenth, and twentieth centuries.

382. The World Novel **three hours**

A study of the enduring accomplishments of the novelists of Europe, Latin America and other regions. Novels to be read may include those of Cervantes in the 1600s, Voltaire and Goethe in the 1700s, Flaubert, Tolstoy, and Dostoevsky in the 1800s, and Kafka, Camus, Kundera and Marquez in the 1900s.

383. Journeys in Comparative Mythology **three hours**

This course presents a cross-cultural study of cosmic myth. It explores the explanations offered by various peoples to questions that have been asked since the dawn of time. Readings will include but not be restricted to Greco-Roman, Norse, Mesopotamian, African, Celtic, Indian, Chinese, South American, and Native American mythological traditions.

385. The Arthurian Tradition **three hours**

This course surveys Arthurian literature from its 12th century origins to the present day. It will include analysis of the archaeological evidence for a historical Arthur as well as the Celtic background from which the legends spring.

386. The Bible as Literature **three hours**

A study of the literary types and content of the Bible.

387. Folk Literature **three hours**

This course is an analysis of the components and genres of folk (oral) literature as folk poetry (the folk song, ballad, and instrumentation), folk narrative (myths, legends, folktales, fables, morals, anecdotes, personal narratives, and other forms of folk narrative), and folk language (verbal lore, such as dialect/accent, beliefs and superstitions, proverbs, sayings, riddles, and jokes) within the contextual process of perpetuation (storytelling), preservation (collecting and motifing). Emphasis will be placed on the Appalachian cultural perspective. A field study will be part of the course. Also listed as Folklore 300.

388. Women's Literature **three hours**

A study of classic texts in women's literature, including such works as A Room of One's Own, "Tell Me A Riddle," Jane Eyre, Orlando, The Awakening and Adrienne Rich's work. Students will also study the works of such contemporary women writers as Caryl Churchill, Marilynne Robinson, Margaret Atwood, Gloria Naylor, Toni Morrison, Rachel Ingalls, and Maxine Hong Kingston.

389. Minority Literature **three hours**

Reflecting the diversity of cultural sources and forms in America, the ideas and methods of writers outside the main literary and social traditions are studied for their contribution to the American experience. Minority writings include works by Black, Latin, Native American and Asian spokespersons, as well as the products of European ethnic groups, such as Jewish and Irish writers.

390. Modern Drama **three hours**

The study of modern dramas from the nineteenth century to the present.

391. The Short Story **three hours**

A critical study of this art form based upon the work of British, continental, and American authors.

392. Contemporary Poetry **three hours**

A course on Anglo-American poetry since WW II, and the influence on contemporary poetry of Modernism and other cultures (notably, European and Latin American poetries) as well as the effects of free verse, imagism, surrealism, the New Criticism, and social/political movements on current developments in poetry and poetics.

393. Southern Literature **three hours**

A study of representative Southern authors and works from colonial times to the present, emphasizing characteristically Southern themes and points of view. Included are such figures as Twain, Wolfe, Faulkner, Welty, Ransom, and O'Connor.

394. The Art of the Motion Picture **three hours**

A course designed to trace the evolution of the motion picture from its beginnings to its present sophisticated condition. Such aspects of the film as genre (the western, the horror film), techniques (sound, editing, photography), themes (forbidden knowledge, vengeance), and character types (cops, comics, crooks) will be considered. Although this course in intended for serious students of the verbal and visual arts, it is also designed to accommodate (as an elective) interested students who are avid film goers and desire to improve their appreciation of the films they see.

395. Journeys in Comparative Mythology **three hours**

A cross-cultural study of cosmic myth, exploring explanations offered by various peoples to questions that have been asked since the dawn of time and including mythological traditions such as Greco-roman, Norse, Mesopotamian, African, Celtic, Indian, Chinese, South American, and Native American.

399. Special Topics in English **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

431. Methods and Materials in Teaching English **three hours**

Study and practice in the techniques of teaching the fundamentals of grammar, mechanics, composition, and the varied types of literature; taken as part of the Initial Performance Practicum. Students are advised to take 355 before 431. Students will take 431 the semester before the Professional Block.

441. Independent Study **one-four hours**

Intensive study in the work of one or more significant authors. Subject area to be suggested by the students and approved by the instructor. The students may conduct an independent investigation in an area of interest to them and embody the results in one or more research papers. PR: Consent of instructor.

Family and Consumer Sciences
(School of Technology)

Applied Design

AD 102. Apparel Design **three hours**

This course explores the fashion design industry from creation of the designer collection through retail merchandising. The students will create their own collection and develop a merchandising plan. Apparel design software will be used, in addition to traditional design techniques.

AD 115. Introduction to the Fashion Industry **three hours**

An overview of the fashion industry, past and present, with emphasis on career opportunities; the impact of fashion on world economy; and the fashion market system from manufacturer to consumer will be covered in this course.

AD 116. History of Contemporary Fashion **three hours**

The study of historical costume from ancient times through modern costume will be covered to understand the impact of historical costume on contemporary design. The Masquers Historic Costume Collection will be studied.

AD 140. Introduction to Interior Design **four hours**

This course will include historical overview covering architectural and furniture periods, materials and components of Interior Design, and the design process through an introduction to drafting tools and techniques.

AD 217. Visual Merchandising **three hours**

Visual merchandising for retail stores will be covered. Both window display and interior display will be studied. The student will create displays applying design principles in various window displays.

AD 240. Residential and Contract Design **four hours**

Coordination of interior design components allows the students to develop and apply complete room plans and decorating schemes for various residential and commercial applications. Color, lighting, space needs and materials are covered. PR: AD 140.

AD 251. Applied Design **three hours**

The principles and elements of design are explored through the study of interiors and apparel. The course will include applied study in design requiring students to express design principles and elements through project work.

AD 275. Applied Design Practicum **four hours**

Students will be placed in various businesses in the interior or fashion field to provide on-site training and experience. Preparation of a résumé and professionalism are also covered. PR: AD 240 or 217.

AD 295. Guided Design Seminar **four hours**

A seminar for Interior Design or Fashion Design students which will require students to select a project, research the problem, and make a final juried presentation.

AD 375. Professional Practice in Applied Design **four hours**

The course will give students an opportunity to experience the business aspects of Fashion Merchandising or Interior Design through an on-the-job placement. An examination of location, financial concerns, staffing, marketing, managing, vendor relationships, and professional growth will be covered in this course, which will include an evaluation from the work experience supervisor. PR: AD 275.

Early Childhood

EC 130. Foundations in Early Childhood Education **three hours**

A course designed to help the student understand the foundation in relation to the sociocultural forces (community, government, technology, economic) that affect the young child. The student will examine supportive services for children with various needs, as well as the role of the child development associate in carrying out these services. Take concurrently with CC 132.

EC 131. Administration of Early Childhood Education **three hours**

The historical background and present-day theories of child care center programs and the relationship of children, parents, and the community will be examined as to the needs of the administrator and the administration of early childhood programs. Center administration related to program development and operations, budgeting, environmental planning, state regulations and licensing, and personnel issues will also be covered.

EC 132. Early Childhood Education Practicum one hour

In this course the student will observe the role of the middle-professional in the various early childhood centers. An overview of the needs, requirements, and skills of that middle-professional in the teaching of young children. The student will receive First Aid and CPR instruction taught by the Red Cross which includes prevention of potentially dangerous situations and responding to emergencies. The student will be required to work 35 hours in a young children's center. Take concurrently with CC 130.

EC 230. Theory and Practicum in Work with Young Children three hours

The course is designed to build competencies as a worker while working with young children. Daily and long range program development plans will concentrate on areas of learning experiences, activities areas, developmental levels, and learning styles. Take concurrently with CC 232. PR: CC 130, 132.

EC 232. Practicum with Young Children three hours

The theories and practice of young children will be emphasized in the activities and centers at the on-site work experience. The individuals will work with a variety of age levels, learning styles, philosophies, and/or types of young children settings. The students will be required to work 100 hours in a young children's center. Take concurrently with CC 230. PR: CC 130, 132.

EC 262. Child Care Practicum three hours

This course utilizes the knowledge and skills from all theory and practicum courses to assist in the planning, developing, implementing, and evaluating a six-week unit plan for a child development center. The student will be required to work 100 hours in a young children's center. PR: CC 230, 232, or CC 280, 282.

EC 280. Theory and Practice of A Nanny three hours

This course examines the theory and research of the in-home care of children. Emphasis is placed on the care of the family members, organization and management of the home, and relationships of the family members to their environment. CR: CC 282. PR: CC 130, 132.

EC 282. Practicum in Family Child Care three hours

This course provides the opportunity for students to work in a supervised setting. Private homes in the local community will be selected to practice and refine the skills appropriate for working as a nanny. CR: CC 280. PR: CC 130, 132.

EC 283. Cognitive Development of Children three hours

A study of the theory and research relevant to the cognitive development of pre-school children. Particular emphasis is placed on applying theory and research in guidance and in planning curricula and instruction for young children.

Family and Consumer Sciences

FCS 101. Principles of Clothing Construction three hours

The student will study the application of principles of clothing construction in relationship to selection of compatible fabric and design to produce garments for the individual. The student will use various fabrics during the development of construction techniques. The student will study the use and care of equipment and the techniques in pattern alterations.

FCS 103. Clothing and Culture three hours

This course is a cross-cultural study of clothing for the individual, family, and special needs groups, including fashion trends, fashion terminology, clothing and behavior, color and computer aided body analysis, professional dress and management, and socio-psychological aspects of clothing.

FCS 199. Special Topics in Family and Consumer Sciences one-three hours

A course designed to study special selected topics. The topic to be studied will be determined by the instructor and approved by the coordinator. Credits earned will be applicable as free electives for degree programs.

FCS 201. Principles of Food Selection and Preparation three hours

This is a study and application of food principles in food preparation including selection, marketing, nutritional value, storage, preservation, and meal service. The class meets for lecture two times a week with one, two and one-half hour lab period per week.

FCS 202. Meal Management three hours

This course is the application of advanced techniques in food preparation. Particular emphasis is given to flour mixture and meat cookery. Menu planning and meal management, as they relate to time, energy, and money, are also included in the course. Lecture two hours, laboratory two and one-half hours per week.

FCS 210. Textiles three hours

The study of textile fibers from origin to end use will be covered. Consideration will be given to properties of textile fibers in relationship to performance and use, textile selection, maintenance for apparel and home furnishings, and textiles in the world economy.

FCS 240. Introduction to Infant and Toddler Development three hours

This course examines the physical, social, emotional, and intellectual development of the infant and toddler. Particular emphasis is placed on the care and development of infants and toddlers. The influence of brain research and theory are studied to see the importance of the beginning growth and development of the infant.

FCS 250. Design in Home Furnishings three hours

The principles and elements of design are explored through home furnishings and accessories. The course will include a study of interior textiles, furnishings, window treatments, and the appropriate selection of enrichment accessories. Computer aided design will be included.

FCS 299. Special Topics in Family and Consumer Sciences one-three hours

A course designed to study special selected topics. The topic to be studied will be determined by the instructor and approved by the coordinator. Credits earned will be applicable as free electives for degree programs.

FCS 310. Family Life Education three hours

This course is the study of the changing American family and of interpersonal relationships between family members at each stage in the family life cycle. Special reference to mate selection, adjustments, crises and supports for families.

FCS 312. Consumer Economics three hours

This course is a study of the selection of consumer goods and services and factors affecting selection such as: labeling, advertising, credit, contracts and consumer legislation, car, health and life insurance for family security, social security and wills.

FCS 315. Management in the Family three hours
A study of management process and its effect on the family. Decision making, economics, effective use of resources and the interaction of values, standards, and goals are considered for the family. Emphasis will be on the use of technology and its influences on the home, the family, and the future of our society.

FCS 316. Household Equipment three hours
The principles underlying the selection, use, care, safety, layout, and maintenance of equipment used in the home with emphasis on energy consumption, kitchen planning, family life cycle and style, storage and space utilization, environmental concerns, and career opportunities will be covered.

FCS 318. Management Problems in the Family two hours
The course includes analysis and application of management principles, common problems, the family's use of resources, management of the individual and the family relationships, discovering how the special needs can confuse and strain the home, evaluating the needs and wants that technology adds to the home and family, and planned and supervised experiences of home management problems.

FCS 320. Housing in Society three hours
This course is designed to help individuals analyze social, physical, economic, and psychological needs which must be met through housing. Concepts covered will include effective use of space, housing as a global issue, effective use of resources, and environmental concerns. Computer aided floor plan design will be included.

FCS 330. Introduction to Pre-schooler Development three hours
The course examines the theory and research relevant to the physical, social, emotional, cognitive, and creative development of the Pre-schooler. Particular emphasis is placed on becoming an objective observer of pre-schoolers' behavior, growth, and development.

FCS 331. Adolescent Development three hours
The course examines theory and research relative to physical, emotional, and intellectual development, relationships with parents and peers, and growth in self-direction. Special attention is given to identity, self-concept and personality, societal needs, adolescent pregnancy, sexually transmitted diseases, human sexuality, adolescents in school, occupational interests, family dynamics, and health issues.

FCS 332. Child Development Problems three hours
An appreciation of theory and research is used in planning programs, materials, and guidance to enhance the development and learning in all areas of child development. A supervised experience in working with preschool children will include 35 to 100 hours of on-site experiences with young children. PR: FCS 330 or taken concurrently.

FCS 335. Parenting three hours
Identification and examination of the theoretical approaches are examined for the applicability to child rearing in families. Emphasis is placed on the social and personal definitions of parental roles and the parent-child interactions. CO: FSC 310 and 330.

FCS 383. Social and Emotional Development of Children three hours
The course will examine the theory and research relevant to the social and emotional development of children from birth to age five. Emphasis will be on interpersonal relations, aggression, helping, cooperation, and competition. PR: CC 283.

FCS 399. Special Topics in Family and Consumer Sciences one-three hours
A course designed to study special selected topics. The topic to be studied will be determined by the instructor and approved by the coordinator. Credits earned will be applicable as free electives for degree programs.

FCS 400. Senior Seminar I one hour
A special topics seminar designed to study the global and cultural issues related to Family and Consumer Sciences. PR: Senior standing.

FCS 401. Senior Seminar II one hour
A special topics seminar designed to study the career, technical, and professional issues related to Family and Consumer Sciences. PR: Senior standing.

FCS 431. Meth. and Materials in Teaching Family and Consumer Sciences three hours
A study is made of the philosophy and goals of teaching vocational Family and Consumer Sciences at the middle, secondary, and post-secondary levels. Methods, procedures, techniques, and resources for teaching the course are organized. Selection of equipment and supplies to manage a Family and Consumer Sciences department is analyzed.

FCS 492. Child Development Internship four hours
The student will participate in an Early Childhood Education Center as a student assistant. PR: CC 262.

FCS 499. Special Topics in Family and Consumer Sciences one-three hours
A course designed to study special selected topics. The topic to be studied will be determined by the instructor and approved by the coordinator. Credits earned will be applicable as free electives for degree programs.

Food Service Management

FSM 109. Food Specialties-Garde Manger I three hours
This course stresses basic garde manger principles. It also relates functions and duties of the department and integrates these with other kitchen operations. In addition, emphasis is placed on introduction to specialty work which includes ice carving, buffet decorations, use of equipment, and area planning.

FSM 110. Nutrition three hours
This course is a study of the nutrients, their sources, and their relationship to body functions. Each stage of the life cycle will be studied as it relates to changing nutritional requirements for individuals and family groups of varying cultural and economic levels. Students will evaluate their daily nutritional intake against recommended daily allowances.

FSM 209. Food Specialties-Garde Manger II three hours
The advanced garde manger techniques, including aspic pates, sauces, terrines, and garnishes. The manipulation of special tools used in this type of food preparation is stressed. Buffet table arrangement, food display, and organization are studied. PR: FSM 109.

FSM 219. Introduction to Food Service Industry three hours
This course provides a description of the different careers available in the food service industry. Training programs conducted by restaurants, hospitals, nursing homes, fast food services, and school lunch programs will be discussed and tours of these establishments

will be conducted. Federal, state and local regulations regarding sanitary and safety controls as they relate to food service will be surveyed. Identification of food- borne diseases and methods for their prevention and control will be discussed, and the positive principles of health, personal hygiene, and safety that are involved in food handling will be described. The emphasis of the course will be on practical application.

FSM 220. Diet Therapy **three hours**

This course discusses the nutritional needs of different age groups, the special nutritional requirements in various diseases and the planning of menus to meet these various nutritional needs. Course includes observations in both health care facilities and community feeding programs under supervision of a registered dietitian or food service director.

FSM 221. Food Service Equipment **three hours**

The emphasis is on food service equipment selection and layout in relation to production and work flow. Specifications, energy sources, use and care of food service equipment will be included in the course. Students will demonstrate the utilization and care of selected food service equipment in a laboratory setting.

FSM 222. Sanitation and Safety **three hours**

This course involves the laws and regulations for safe preparation and storage of food. Sanitary and safe treatment of food items and safe use of equipment will be covered. Also, the HACCP system will be included in the course.

FSM 223. Quantity Foods **three hours**

Principles and techniques of quantity food preparation. Use of standardized recipes and institutional equipment. Course includes laboratory experience in quantity food preparation.

FSM 227. Food and Beverage Merchandising **three hours**

This course discusses catering for different types of social functions, dining room arrangement, and service to gain customer satisfaction. It also deals with purchase, specifications, management and quality as applied to tableware, furnishing, equipment and supplies.

FSM 228. Food Service Organization and Management **three hours**

The students will analyze the organization and management of various types of food service programs. Special emphasis is placed on personnel, operating systems, budgeting, purchasing, work schedules, and supervision.

FSM 229. Food Service Practicum **three-twelve hours**

A supervised work experience conducted in an assigned food service operation. PR: Consent of Instructor. Course may be repeated up to 12 hours.

FSM 323. Advanced Quantity Foods **three hours**

This course is a continuation of FSM 223 and focuses on more complex food service methods including meats, fish, poultry, cheeses, eggs, dairy products, and baked items. PR: FSM 223.

FSM 328. Food Purchasing, Menu Planning, and Cost Controls **three hours**

This course is a study of menu planning, utilization of standardized recipes, and food purchasing as it relates to cost controls. PR: FSM 228.

Finance
(School of Business and Economics)

180. Principles of Banking **three hours**

This course is a survey and introduction to the field of banking, with some concentration on the functions and operations of commercial banks. The course also covers other depository institutions, non-bank financial entities, the Federal Reserve System, the nature of interest, bank regulation, the vocabulary of banking, and some current issues in banking.

201. Introduction to Financial Management **three hours**

This course is intended to give the student a background in the field of financial management with emphasis on the areas of cost of capital, cost of external capital, cost of retained earnings, and similar concepts. It will also include material investment decisions and financial decisions.

260. Real Estate Principles **three hours**

General introduction to real estate as a business and as a profession that is designed to acquaint the student with the wide range of subjects and terminology necessary to the practice of real estate. This introductory course in fundamentals will include the nature of real estate and ownership, principles and concepts of title transfer, title insurance, real estate marketing, financing, leasing, taxation, insurance, development, appraising, and state license law. The objective of the course is to equip the student with concepts needed to continue successfully in future real estate courses, and to pass the real estate salesmen's license examination.

270. Principles of Insurance **three hours**

Primarily concerned with developing an understanding of the basic principles of insurance as well as the nature and operation of the insurance business. Emphasis is given to the principles which underlie the entire field of insurance. Understanding is developed in the fundamental areas of indemnity, insurable interest, coinsurance, risk, subrogation, proximate cause, other insurance, requisites of insurable risks, deductibles, valued policies, probability, and many others. The important functional areas of rating, underwriting, marketing and adjusting are considered, as well as the subjects of regulation, reinsurance, and company organization.

384. Bank Management **three hours**

This course examines both the principles and the practices of contemporary bank management. The course covers the various aspects of bank organization and operation, capital formation and utilization, asset/liability management, planning, law and regulation, internal control, competition and deregulation, the evolution of banking, and some selected current issues in banking. PR: Finance 180 or consent.

385. Analyzing Financial Statements **three hours**

This course provides the student with the necessary techniques and tools to evaluate the financial condition and operating performance of a modern business. The course will cover the terminology of financial analysis, horizontal and vertical analysis, financial ratios, pro-forma statements, funds flow analysis, break even analysis and other analytical tools. PR: Accounting 201, 202.

387. Bank Simulation **three hours**

The simulation presents an integrated approach to bank management that reinforces technical and functional management skills. Students function as members of a bank management team whose responsibilities include: analysis and planning, organizational structure, administration, policy formulation and implementation, forecasting, loan and discount pricing, portfolio management, marketing and resource allocation, accounting, taxes, and asset/liability, "gap," and capital management. PR: Finance 180 or consent of instructor.

392. Trusts and Estate Planning **three hours**

This course provides an overview of the law of wills, trusts, gifts, and estates. Various strategies for reducing the taxation of gifts and estates will be addressed. Also included is the nature of the functions and services of a Bank trust department.

294. Commercial Lending **three hours**

This course provides a conceptual framework for the study of commercial lending. It focuses on how the commercial lending business is organized, how it contributes to bank profitability, and the total commercial lending process. PR: Finance 180 or consent of instructor.

295. Bank Internship **three hours**

Selected students are placed in part-time banking positions with area financial institutions. The student has the opportunity to put theory into practice while developing competencies through on-the-job training. Full-time students pursuing a Bachelor of Science degree may participate in the program. Preference is given to students with a concentration in Finance or Accounting. This course may be repeated for up to six hours credit. PR: Finance 180, Accounting 201, 202, and/or consent of instructor.

307. Personal Finance **three hours**

A study of the problems a consumer must face in his or her day-to-day buying and living. It includes a brief survey of budgets, life insurance, investments, managing personal finance, buying services, and other problems of the consumer.

340. Advanced Business Law for Managers **three hours**

Survey of legal problems encountered by Finance executives, Certified Public Accountants, and Entrepreneurs, including secured transactions, bankruptcy, partnership, corporations, contracts, anti-trust, and SEC law. PR: Business 206, 207, or consent of instructor.

350. Investments **three hours**

This is an introduction and survey course covering the broad field of investments, with the approach being descriptive rather than quantitative. There is substantial emphasis on terminology and vocabulary, and the course covers fixed- and variable-return investments, options and futures, markets and brokerage operations, portfolio theory and analysis, and real estate investments.

410. Managerial Finance **three hours**

This advanced course is designed to extend the coverage of the field of corporate finance with emphasis on capital budgeting, risk, capital structure and dividend policy, and financing decisions. Special topics covered will include: mergers and acquisitions, financial distress, and international corporate finance. PR: Finance 201.

412. PC Applications for Managerial Finance **three hours**

This course is designed to enable students to master the concepts and techniques of corporate finance using PC applications. The course will be taught in the computer lab making extensive use of spreadsheet models and templates. The effect of policy will be measured and analyzed, and problems solved through the use of multiple case studies. Topics covered include: financial analysis, financial forecasting and planning, capital budgeting, cost of capital, and other topics in finance. PR: IS 100, Finance 201, 410.

Folklore Studies
(School of Language and Literature)

200. Introduction To Folklore **three hours**

This course is an introduction to conceptual foundations in folklore, such as social base of folklore, tradition, folklore and cultural history, folklore as projection, genre, function, structure, text, context through a historical and philosophical survey of approaches to folklore topics. Emphasis will be placed on the Appalachian cultural perspective. A field study lab of one hour will accompany this course.

200. Lab Field Research/Oral History Techniques **one hour**

This lab must be taken along with Introduction to Folklore before any of the other courses in the program. This lab is a study of the methods, theories, techniques, and procedures of field research as they apply to all folk study genres, along with the legal and ethical considerations, uses, and planning of local oral history projects.

300. Folk Literature **three hours**

This course is an analysis of the components and genres of folk (oral) literature as folk poetry (the folk song, ballad, and instrumentation), folk narrative (myths, legends, folktales, fables, morals, anecdotes, personal narratives, and other forms of folk narrative), and folk language (verbal lore, such as dialect/accent, beliefs and superstitions, proverbs, sayings, riddles, and jokes) within the contextual process of perpetuation (storytelling), preservation (collecting and motifing). Emphasis will be placed on the Appalachian cultural perspective. A field study will be part of the course. Also listed as English 387.

301. Material Culture **three hours**

This is a study of the tangible evidence of people through the perspective of the Appalachian culture. Material culture is presented within the context of folklife and traditional craftsmanship, including folk crafts, folk art, traditional foodways, clothing, tools and technology. Examination of the study of material folk culture from various methodological and theoretical perspectives, including artifactural analysis and fieldwork will be required. PR: Folklore 200.

302. Regional Cultural Geography and History **three hours**

This is a study of regional personality through the relationship and attitudes of people to the land and land use, along with migration patterns, archaeological perspectives, behavior, customs, and popular customs. In a field study, archival techniques and research will be examined. PR: Folklore 200.

400. Directed Folklore Study **three-six hours**

Intensive study, reading, and research of a folklore topic selected by a student with an opportunity to mentor with a specialist in the field. Folklore topics will be interdisciplinary, such as the following but not exclusively of just this listing: Appalachian (Regional/Written) Literature, Ethnography and Process of Storytelling, Urban and Popular Culture, Children's Folklore, Traditional Folk Music, Vocal and Instrumental, Appalachian African-American Lore, Rural Education, Arthurian Legend: Comparative Folk Literature Study, and Vintage Clothing Preservation. Note: If an existing course is available on campus reflecting any of these topics, a student may opt to take this course with the approval of the Folklore Studies advisor. The WV Folklife Center at Fairmont State College and the Folklore Studies advisor will also help students to network with folk cultural specialists in the community organize, and direct the mentorship. PR: All other courses in the minor studies program.

401. Folklore Applications **three hours**

This is a an analysis of the various areas of folklore application ranging from teaching/pedagogy, museum interpretations, and publications, plus the care, interpretation, and presentation of artifacts. An internship and/or individual project will culminate the course. PR: All other courses in the minor studies program.

French
(School of Language and Literature)

101. Elementary French I **three hours**

Pronunciation, oral comprehension and speaking, reading and written drill and composition, elements of grammar. Laboratory.

102. Elementary French II **three hours**

Continuation of 101 completing the basic grammatical principles. One year of high school French is also considered a satisfactory prerequisite for this course.

199. Special Topics in French **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

201. Intermediate French I **three hours**

A course designed to reinforce and increase knowledge of vocabulary and grammar. The course consists of extensive and intensive reading, review of grammar, and continued attention to pronunciation and speaking. Interesting reading materials such as short stories are emphasized. Laboratory. PR: 101 and 102, or two years of high school French, or equivalent.

202. Intermediate French II **three hours**

The continuation of French 201. PR: 201, or equivalent.

220. French Special Topics II **three hours**

A diversified study of the daily life and environment of present-day France and French-speaking peoples, placed in relation to the language. Emphasis is on a realistic, practical approach. Work is individualized to fit the language-level and interest of the student. PR: Consent of the instructor.

301. Literature of the Seventeenth Century **three hours**

Reading the plays of Corneille, Racine, Moliere with outside reports on other classical writers. Comprehension, speaking, reading and writing are all stressed. PR: Two years of college French or equivalent. Lab used.

310. Special Topics in French **three hours**

Supervised independent study reflecting the student's needs and interests. PR: Consent of instructor.

311. French Composition and Conversation I **three hours**

Part of the group consisting of 311 and 312, which may be taken in any order. Writing, conversing, and aural comprehension, with extensive use of audio-visual aids. Emphasis on practical proficiency, grammar, vocabulary building, and phonetics. Laboratory. PR: 12 hours of French.

312. French Composition and Conversation II **three hours**

Part of the group consisting of 311 and 312, as described under 311, with content consisting of French civilization and culture.

314. French Civilization and Culture **three hours**

A study of the basic historical development and significant contributions of France, its outstanding figures, its geography, traditions, contemporary social patterns, legends, songs, and influence on the United States. The instructional method emphasizes French conversation and extensive use of tapes, slides, and motion pictures. PR: 12 hours of French or consent of instructor.

315. French Film **three hours**

This course consists of a study of the art and history of the French cinema. Filmmakers such as Abel Gance, Jean Vigo, Jean Renoir, Jacques Tati, Francois Truffaut, Louis Malle, Alain Resnais, Jean-Luc Goddard will be studied. Attention will be paid to the significance of this medium in modern society, and its relationship to the arts as well as humankind.

321. Contemporary Literature **three hours**

Outstanding writers of the twentieth century, such as Camus, Ionesco, Proust, and Sartre. Emphasis is on reading comprehension. PR: 12 hours of French.

330. Special Topics-French Literature in Translation **three hours**

This course explores French literature from the Middle Ages to the twentieth century. It examines the writings of major French poets, philosophers, playwrights, and other authors, and their possible interconnections with American and/or English literary figures.

411. Advanced French Composition and Conversation **three hours**

Writing, conversing, and aural comprehension on an advanced level with extensive use of audio-visual aids. Emphasis on high level of proficiency, grammar, vocabulary, and pronunciation. PR: 18 hours of French, including one previous conversation course, and to be taken as late as possible in the sequence of courses

426. Main Currents of French Literature and Culture **three hours**

A coordinated study of French literature and culture from a thematic and unitary standpoint. The main and unique currents of French contribution to world civilization are distinguished. Texts taken from the Middle Ages to the Modern period, including selections from all genres. PR: French 202.

430. Business French **three hours**

This course stresses the learning of a more technical and professional aspect of the French language. Students will create business situations, write letters and business proposals, and become accustomed to and well versed in the language of our modern cyberspace. PR: French 311, 312.

431. Methods and Materials in Teaching French **three hours**

Study and practice in teaching French language and literature, grades 5-12.

Geography
(School of Social Science)

199. Special Topics in Geography **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

210. Introduction to Geography **three hours**

An introduction to the physical and cultural elements of geography with a study of major geographical regions of the world.

305. Economic Geography **three hours**

A study of the production, consumption and exchange of goods by people throughout the world. Consideration is also given to spatial variations and influences of the natural environment and culture.

315. Urban Geography **three hours**
A study of urbanization process including origin, growth, function, spatial patterns, structure and hierarchical arrangement of urban centers, and urban problems, with special references to American cities.

330. Geography of North America **three hours**
A regional economic geography primarily of the United States and Canada from the standpoint of man's activities in relation to his natural surroundings and resources.

340. Geography of Europe **three hours**
A study of the important geographic concepts concerning man's activities in Europe and their importance to the United States and the rest of the world. A general overview will be made of Soviet European geography.

350. Geography of Latin America **three hours**
This course is a regional study of South America, Central America, Mexico, and the West Indies.

360. Geography of Africa **three hours**
A regional survey of the continent examining the great diversity that characterizes the area. Emphasis is placed on the complexity of the political pattern, the natural resources, economic development, and the physical setting.

370. Geography of Asia **three hours**
The study of Asia for the purpose of understanding the various Asian nations, their economic-geographic regions, major commodities, industry, commerce, and major problems.

399. Maps and Diagrams **three hours**
A presentation of statistical data by different kinds of diagrams, such as bar, pie, ring, and block diagrams and graphs; the preparation and understanding of maps; and introduction to the application of computers for maps and diagrams.

Geology
(School of Science and Mathematics)

101. Physical Geology **four hours**
This course is an introductory study of the materials, structures, and forces in the earth. Topics include: weathering, hydrology, glaciers, earthquakes, landslides, and volcanoes; and the physical and chemical processes that contribute to the earth's changing form and shape. Both surface and internal processes are covered with emphasis on the interaction between these processes, including the theory of plate tectonics. Three hours lecture and two hours lab per week. Lab includes field trips.

102. Historical Geology **four hours**
This course is an introduction to the history of the earth from its origins to the present day. The evolution of the earth's oceans, ocean basins, atmosphere and life forms are also studied. The study of past life and continental position in geologic time is based on the interpretation of fossils, rocks, continental drift, and plate tectonics. Three hours lecture and two hours lab per week. Lab includes field trips. PR: Geology 101.

103. Introduction to Environmental Geology **four hours**
This courses explores the practical application of elementary geologic principles to everyday environmental problems. The course also covers the implication of hazardous earth processes, such as landslides, volcanoes, and earthquakes, as well as geologic aspects of human induced problems including mining, mineral production, subterranean waste disposal, and water and land use. Three hours lecture and two hours lab per week. Lab includes field trips. PR: Geology 101.

199. Special Topics in Geology **one-twelve hours**
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

Health Education
(School of Education/Health and Human Performance)

100. Personal Health **two hours**
The meaning and significance of the physical, mental, social and environmental factors of health and safety as related to the individual and to society are studied. Important phases of national problems, emphasis on college students and their current needs are emphasized.

150. Introduction to Health **three hours**
This course is an in-depth study of the several content areas relating to health; contemporary health problems and reciprocal relationships involving man, disease and the environment. The significance of the physical, mental, social, and environmental factors of health and safety as related to the individual and to society are studied.

199. Special Topics in Health **one-twelve hours**
Special topics will be studied. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

200. Foundations of Health Education **two hours**
Historical, philosophical, sociological, and scientific foundations of health education as it relates to the present educational system and the changing society are examined.

202. Community and Environmental Health **three hours**
Philosophy, organization, identification, and function of federal, state, and local public health agencies, and their role in dealing with community health, environmental health, and safety problems are presented.

310. School Health and Safety **three hours**
A comprehensive approach to the development of school health and safety programs based upon the contemporary needs and problems is investigated.

325. Organizational and Planning Strategies in Health Education **three hours**
The purpose of this course is to develop strategies in organizing and planning a health education program. Emphasis is placed on K-12 curriculum development and design of teaching units.

370. Contemporary and Drug Behavior Issues **three hours**
Identification, analysis, and evaluation of our most critical health problems confronting society including drug abuse and addiction are examined.

400. Health Education for the Elementary School **two hours**
Specific areas of health relating to the needs of elementary school children are studied.

410. Seminar in Public Health Education three hours
The historical and philosophical development of public health agencies including governmental aspects, legal bases, organiza-

tional principles, personnel factors, and public relations is presented. Periodic field trips are included during the second eight weeks.

415. Human Sexuality **three hours**

The student will learn to identify the trends, issues and content necessary to analyze and develop methods and materials in sex education.

450. Field Practicum in Public Health **four hours**

Experience in field practice in public health for one semester under supervision of public health professionals will be provided. Pass/Fail.

History
(School of Social Science)

107. United States History I **three hours**

Examines the main outlines of American history from pre-Columbian native American cultures to the end of the Civil War with emphasis on the Colonial, Revolutionary, Early Republic, and Civil War eras.

108. United States History II **three hours**

Examines the main outlines of American history from Reconstruction to the present with emphasis on the political, social, cultural, economic, and diplomatic forces that contribute to America's emergence as the world's leading industrial democracy.

211. World Civilizations I **three hours**

An intermediate-level survey of worldwide historical developments, emphasizing major civilizations from pre-historic times through classical ancient empires to the early Middle Ages. Recommended for sophomores and well-prepared freshmen.

212. World Civilizations II **three hours**

An intermediate-level survey of worldwide historical developments, emphasizing major civilizations from the Middle Ages to the social, political, and industrial revolutions of the eighteenth century. Recommended for sophomores and well-prepared freshmen.

213. World Civilizations III **three hours**

An intermediate-level survey of worldwide historical developments from the French Revolution of 1789 to the present era, emphasizing major civilizations and the modern growth of global interdependence. Recommended for sophomores and well-prepared freshmen.

302. West Virginia **three hours**

West Virginia history, government, and geography from the first settlements to the present time. PR: History 107, 108.

310. Diplomatic and Military History of the United States **three hours**

The foreign relations of the United States and the development of basic American foreign policies from the colonial background to the super-power status of the present day, with special attention to war and its foreign-policy consequences. PR: History 107, 108.

315. Colonial America **three hours**

The American colonies from their beginnings to the end of the Revolutionary War. PR: History 107.

316. The Early Republic **three hours**

United States history from the Revolutionary War to the close of the Mexican War. PR: History 107.

317. Civil War and Reconstruction **three hours**

Examines the myriad causes of the war, the social, economic, and political changes in the North and the South during the war, highlights key battles and campaigns, and explores the complex and difficult reunification and reconstruction of the Union and the defeated Confederacy following the war. PR: History 107.

318. The Gilded Age to the Great Crash **three hours**

A history of the U.S. from 1877 until the attach on Pearl Harbor. Major topics explored include the industrial revolution, the labor movement, the New south, the Old West and Native Americans, the Spoils System, Populism, Progressivism, World War I and the League of Nations, the Roaring Twenties, the Great Depression, the New Deal, and the diplomatic crises of the inter-war years. PR: History 108.

319. Recent America, Since 1941 **three hours**

Examines America's emergence as the leading world power, Major topics explored include World War II at home and overseas, the origins, rise, and fall of the Cold War, the rise and fall of the liberal consensus, civil rights, feminism, Vietnam War and the anti-war movement, and the new conservatism of the post-Nixon years. PR: History 108.

333. History of the American Woman **three hours**

An examination of women's changing roles and contributions to American society. PR: History 107 or 108.

344. African-American History and Culture **three hours**

A survey of African-American experience in the United States from the African cultural background and slavery through the present-day urban experience. PR: 107 or 108.

351. History of England **three hours**

From Roman Britain to the present day. PR: 211 or 212 or 213.

352. History of Russia **three hours**

Development of the Russian people from the time of their appearance as a national entity, through the tsarist, imperial, revolutionary, and Soviet eras to the present. PR: 211 or 212 or 213.

405. History of Africa **three hours**

Survey of African history from the earliest time to the present with emphasis on the medieval, colonial, and modern periods. PR: 211 or 212 or 213.

410. History of Asia **three hours**

An intensive survey of Asian cultural developments from the earliest times to the present, with special emphasis on the impact of the West on Asian nations. PR: 211 or 212 or 213.

420. History of Latin America **three hours**

Conquest and colonial developments in South America from Columbus to Latin America's role in contemporary perspectives. PR: 212 or 213.

425. Medieval Europe **three hours**

Formative development in intellectual, social, economic, and political history from the fall of Rome. PR: 211 or 212.

431. Recent Europe **three hours**

Problems of readjustment in the 20th century: the League of Nations, Fascism and Communism, the World Wars, the Cold War, and the European Community. Spring Semester. PR: 212 or 213.

455. Revolutions in History **three hours**

A study of revolutionary thought and action as a force in world history since ancient times. Major topics include the American and French Revolutions of the eighteenth century, the Chinese and Russian Revolutions of the early twentieth century, and a sampling of more recent revolutionary movements in representative regions of the world. PR: 211 or 212 or 213.

475. Philosophy of History **three hours**

A survey of the philosophical systems, both speculative and analytical, that have been advanced to evaluate humanity's historical experience. Credit in either philosophy or history. PR: 211 or 212 or 213 or Philosophy 200.

498. Senior Seminar **three hours**

Identification, review, and historically-oriented synthesis of major concepts in the fields of geography, history, political science, psychology, sociology, and economics. Required of history and Social Studies Comprehensive Education majors, but open to others. Prerequisites for history majors: senior standing. Fall semester only.

499. Selected topics **three hours**

Advanced study of topics specially selected by members of the history faculty according to student demand. No more than two Special Topics courses count toward a major in history.

Information Systems
(School of Business and Economics)

100. Computer Concepts and Applications **three hours**

This course will provide students with a survey of the fundamental computing concepts and applications to provide a useful foundation upon which the students can develop skills necessary to become effective users of information systems. The primary focus of this course will be on productivity software applications, which will include word processing, spreadsheet, database, the Internet, and presentation software. This course fulfills three hours of the General Studies elective.

200. Fundamentals of Information Systems **three hours**

The course is an introduction to basic business information systems including networking, systems analysis and design. PR: IS 100.

205. Information Technology-Hardware and Operating Systems **three hours**

This course provides the hardware and operating system concepts necessary for system design. System architecture and operating systems are considered for single and multiple user computer systems. PR: IS 200.

210. Applied Business Programming **three hours**

This courses provides the students with an understanding of the capabilities and limitations encountered in programming information processing applications. The student will independently write programs which create, update and process disk files. General business programming concepts are emphasized rather than computer science fundamentals. This course may not be substituted for Computer Science 100,101, or 102, and is not open to students with credit in CS 108. PR: Math 107, IS 205.

220. Spreadsheet Design **three hours**

This course is designed to introduce spreadsheet modeling and design. Through hands-on computer work, the student will become familiar with a spreadsheet application package. The course will stress good design techniques as well as spreadsheet techniques and model building. PR: IS 205 or Computer Science 100, and Accounting 201.

235. Microcomputer Applications in Business **three hours**

This course will provide students the opportunity to develop and use basic decision support systems. A problem solving approach is used to introduce students to the modern business decision making process. The emphasis is on making business decisions by using and customizing off-the-shelf software. PR: IS 100.

250. Networking Fundamentals **three hours**

This course provides an in-depth knowledge of data communications and networking requirements including networking and telecommunications technologies, hardware, and software. The analysis and design of networking applications in organizations are emphasized. Management of telecommunications networks and evaluation of connectivity options are also covered. Students learn to evaluate, select, and implement different communication options within an organization. The course consists of two hours lecture and two hours lab per week. PR: IS 100.

251. Router Theory and Router Technologies **three hours**

This course examines the theory and technology of routers including router programming, configuration, and protocols. The course consists of two hours lecture and two hours lab per week. PR: IS 250.

252. Advanced Routing and Switching **three hours**

This course covers advanced routing and switching concepts. It is a continuation of IS 251. The course consists of two hours lecture and two hours lab per week. PR: 251.

253. Project Based Learning **three hours**

This course covers advanced Wide Area Network technologies. It is a continuation of IS 252. The course consists of two hours lecture and two hours of lab per week. PR: 252

310. Systems Analysis and Design **three hours**

Students in this course are introduced to the analysis and design of computerized systems for handling the data processing requirements of a typical business. Topics discussed include information flow, file design, systems integration, system security and controls. Students are required to write portions of the system specifications for an exemplary business application. PR: IS 240 and 250.

339. Programming, Data, and File Structures **four hours**

This course provides an understanding of data, files, and business reports. It requires students to plan, write, and process business programs which stress data and file manipulation. The course also includes the principles of effective business report design. PR: CS 205, which may be taken simultaneously.

340. Advanced Application Development **four hours**

This is an advanced course in application programming. This course includes table handling, sorting, external report generation, file updating and video forms design, and object-oriented programming. PR: Grade of "C" or better in IS 240.

350. Internship in Information Systems **three hours**

This internship course is designed as a learning experience which requires the integration of information systems theory with actual job experience in an information systems department. The student must be enrolled in the four-year information systems program. The employer is responsible for evaluating and reporting the development of the student. PR: IS 310 and Junior status.

373. Management/Human Resources Information Systems **three hours**

This course uses current technology for business management, control, and decision making with management and human resources emphasis. Focus areas include application, performance, system design, planning, development, implementation, and evaluating existing software. PR: IS 235, MGMT 209, 308 or Consent of Instructor

420. Database Design and Implementation **three hours**

This course covers information systems design and implementation within a database management system environment. Students will demonstrate their mastery of the design process acquired in earlier courses by designing and constructing a physical system using database software to implement the logical design. The class will use Microsoft Access or Oracle, when available, for logical database design. Data models and modeling tools, CASE tools, code/application generation, and client-server planning are among topics to be covered. PR: IS 310 and 340.

430. Special Topics in Information Systems **three hours**

Current topics of interest in information systems are addressed in this course. The topic to be covered will be selected by the instructor and approved by the department coordinator and School chairperson. Typical topics include application design using Visual Basic or client-server program development using Oracle. PR: IS 310.

Interdisciplinary Studies

100. Race, Class, and Gender **three hours**

An introductory multicultural course which explores race, class, gender, ethnicity and the dynamics of their interrelationships in American society. Themes include personal identity, power, and change. Interdisciplinary approaches of the humanities and the social sciences include historic, psychological, sociological, economic, educational, and artistic.

201. Introduction to Women's Studies **three hours**

This is an interdisciplinary course which will focus on a variety of topics in women's studies, such as gender and science, the body, reproductive technologies, public policy, and feminist theory. Class discussions will examine positions among feminist ethicists on the implications of gender definition and explore the construct of gender in our society.

280. Empowering Leadership **three hours**

The purpose of this course is to help prepare students to assume increasingly responsible leadership roles of empowerment in their personal, professional, and academic lives. This interdisciplinary, student-centered course focuses not only on significant theories of empowering leadership and their applicability to leaders of the past and present, but also includes substantial hands-on, experiential learning opportunities in which students practice empowering leadership. The course is also a General Studies elective. PR: A score of 17 or above on the ACT English test and a passing writing sample score or successful completion of D.S. 107.

281. Great Ideas of Leaders **three hours**

This interdisciplinary humanities course explores some of the most significant ideas of leaders and some of the ultimate human questions through history. Topics include the intersection of leadership with the heroic myth, the nature of government, justice, wealth, culture, the mind, poetics, ethics, good and evil, power and authority, concepts of nature, issues of faith, and values-based leadership. PR: INTD 280.

401. Capstone Seminar in Forensic Science **three hours**

Designed to help students integrate, synthesize and apply in a forensic science context the approaches, knowledge and skills acquired in criminal justice, biology, chemistry, mathematics and physics courses. The course structure consists of student-driven case studies and discussions from the recent literature, student presentations describing internship experiences, and an explicit formal introduction to established professional and laboratory practices in forensic sciences, including ethics. PR: Completion of all non-elective courses required for the Forensic Science major or approval of the Forensic Science Coordinating Committee.

402. Seminar in Women's Studies **three hours**

This is a capstone course designed to be an interdisciplinary overview of topics that may range from a general survey of gender theories in a variety of disciplines to a more focused interdisciplinary theoretical approach, such as postmodernism and feminism, historical explanation of gender roles in western culture, and the current debate among feminist ethicists. Discussions will include the works of salient writers such as Simone de Beauvior. PR: INTD 210 and one elective course.

Journalism
(School of Language and Literature)

199. Special Topics in Journalism **one-three hours**

Staff participation on *The Columns*, student newspaper; *The Mound*, yearbook; *Whetstone*, literary magazine; or as a photographer for any student publication.

240. Reporting **three hours**

Comprehensive study of fundamental writing forms, styles and mechanics for both print and broadcast media, including school publications. Gives practical experience in basic writing styles used in scholastic, collegiate and professional mass media. Valuable as a test of writing ability and for making students more discerning media consumers. Open to second semester freshmen and above or to first semester freshmen with previous high school journalism experience or to those exempt from English 104. Required for journalism minor and graphics programs. Offered fall and spring semesters. Three hours lab required. (Enroll in both Journalism 240 and Journalism L240.)

270. Communications in Society **three hours**

Survey of mass media in a democratic society and an introduction to mass media career opportunities and preparation. Open to all students. Of interest to those undecided about their careers, especially those with scholastic journalism experience. Required for journalism minor. Offered during spring semester.

280. History of American Journalism **three hours**

Comprehensive chronological presentation of the development of American mass media by showing relationship of the past with the events of today and delineating their impact on the American way of life. Examines the American press from the seventeenth century to date, freedom of press and its present implications. Required for journalism minor. Offered during fall semester.

312. The Publications Process **three hours**

Deals with the practical concerns typical to anyone charged with producing a publication, particularly teachers who may supervise a student newspaper, yearbook, magazine, or handbook. Students will be encouraged to work on various college publications since "hands-on" knowledge of the skills necessary for publication production will be emphasized, including: reporting, editing, proofreading, layout, typography, photo selection, graphic design, desktop processing, and staff assessment and supervision. Required for English teaching specialization. PR: Eng. 104, 108.

334. News Photography **three hours**
Basic camera and developing techniques during four hours of lecture-laboratory time per week. Introduces photography as a means to document and a medium of expression. Camera, film supply, equipment and chemicals required. Taught with cooperation of School of Technology. Limited enrollment.

340. Internship **one-three hours**
Practical writing experience on the college newspaper, yearbook, public relations, and sports information staffs or area broadcast outlets plus guided reading in the student's field of major journalistic interest. Minimum of three lab hours required weekly. Offered both fall and spring semesters on an arranged basis. PR: completion of Journalism 240 or 343 or consent of instructor.

Library Science
(School of Education/Health and Human Performance)

199. Special Topics in Librarianship **one-twelve hours**

200. Reference and Bibliography **three hours**
An introduction to basic reference sources, including their analysis, use, evaluation, and selection. Covers both printed and computer-based sources of information. Emphasizes practical reference skills. First semester only.

210. Library Materials for Adolescents **three hours**
A study of the philosophy and principles used in selecting materials and in designing library-media programs for young people. A wide variety of material is studied with an emphasis on collection development for young adults. Second semester only.

302. Cataloging and Classification **three hours**
A hands-on cataloging course which includes descriptive cataloging, subject analysis and the creation of call numbers. Basic catalog management techniques are covered as well as technical processing skills. Second semester only.

303. Technologies and the Library **three hours**
This course is an introduction to the history, function and management of technologies and non-book material components in the library. Through hands on experience, the student will have the opportunity to operate and evaluate these technologies, components and other resources. First semester only.

304. Organization and Administration **three hours**
A study of the philosophies, objectives and methodologies involved in the operation of libraries. Emphasizes policies, guidelines and standards, budget, staff, equipment and facilities, public relations, reports and statistics. First semester only.

305. Library in the Educational Process **three hours**
A study of the role of the library in the total school program. Focuses on the implementation of the school's goals through instruction, consultation, and curriculum support activities. Emphasizes a resource-based approach to learning. Second semester only.

400. Library Practice **three hours**
A minimum of 100 hours of practical experience in a library. For a B.A. in Education this course must be taken concurrently with Education 420 or Education 450. PR: LS 200, 210, 302, 303, 304, 305, Eng. 354.

Management
(School of Business and Economics)

209. Principles of Management **three hours**
The emphasis in the course is on the modern approach to the field of management. The theoretical and practical approaches are presented along with analytical techniques that are applicable in the various management and production areas.

214. Office Management **three hours**
Office management is the study of principles as applied to job analysis, production measurement, paper-flow analysis, office design, work allocation and scheduling, construction and use of procedures manuals, forms design, criteria for equipment acquisition, staffing, supervising and motivating employees, labor-management relations, employee benefits, and information distribution and retrieval technologies.

308. Human Resource Management **three hours**
A study of the field of personnel management and industrial relations including its background, development, and modern practices.

325. International Management **three hours**
The purpose of this course is to help students understand specific issues involved in managing operations of an international business firm in an increasingly globalizing environment.

370. Compensation and Benefits **three hours**
A comprehensive exploration of all forms of employee compensation management and benefit plans - including the various types of benefits and compensation devices found in the business, labor, government and academic communities. Focus areas include pay structures, internal and external pay equity, the compensation package, designing and planning well-conceived, efficient employee benefits. PR: Management 209 and 308.

371. Employee Relations **three hours**
This course examines the dynamics of employee-management relations, with emphasis on dealing with unions. Emphasis will also be directed toward methods of reducing employee-management conflict, understanding the grievance process and the role of arbitration, and the role of government in the employee relations process. PR: Management 209 and 308.

372. Human Resource Selection and Evaluation **three hours**
An in-depth study of legal, methodological, and substantive issues related to selection and performance appraisal of employees. Focus areas include concepts of job analysis, validation, test development and administration, adverse impact analysis, and affirmative action. PR: Management 209, and 308.

390. Organizational Behavior **three hours**
The purpose of the course is to introduce the student to the problems of human behavior in the organizational setting and the approaches available for solving these problems. The course will examine the theories on individual, interpersonal and group behavior in organizations, and will follow this with considerations of how organizations may be designed to utilize the talents of the individuals, and how managers may make use of the theories of motivation, communication, and interaction in accomplishing the objectives of the organization. PR: Management 209.

400. Organizational Theory and Design **three hours**
This course is designed to provide students with an awareness and understanding of how organizations are designed and structured. Emphasis is placed on structural characteristics of organizations, how to shape those characteristics, and understanding their influences on the organization. PR: Management 209.

402. Organizational Change and Development **three hours**

The course uses an experiential learning approach that provides potential and practicing managers with behavior science intervention theory and methods for improving organizational performance. The students' work will focus on planned change of organizational cultures and processes such as communication, team building, roles, conflict and structure with the aim of enhancing management behavior, human resources and productivity. PR: Management 390 or Consent of Instructor.

405. Operations Management **three hours**

This course introduces students to various elements that comprise the field of operations management. It covers the most common production and operations concepts encountered in modern production systems. It also covers certain quantitative and statistical techniques that help evaluate the management of the firm's operations and performance. PR: Business 310 and Management 209.

409. Quantitative Management **three hours**

A study is made of the quantitative techniques which have been incorporated into the business environment in recent years. Menu-driven software is used to find solutions to problems associated with the more popular management science techniques.

Marketing
(School of Business and Economics)

204. Principles of Marketing **three hours**

A study of those business activities that direct the flow of goods and services from producers to consumers.

205. Salesmanship and Sales Management **three hours**

This course is a study of techniques appropriate to personal selling and managing sales people, both retail and contact. Students are given opportunities to construct and give presentations. PR: Marketing 204.

305. Distribution and Logistics Management **three hours**

The purpose of this course is to help students understand specific issues involved in distribution and logistics management. Systematic approaches to the formulation of distribution and logistical strategies will be discussed. PR: Marketing 204

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310. Consumer Behavior **three hours**

This course is a study of those activities, behaviors, and processes exhibited by consumers directly involving the selection, procurement, consumption, and disposition of products and services. PR: Marketing 204.

320. Advertising and Sales Promotion **three hours**

This is a survey course of social, psychological, and some technical aspects of advertising and sales promotion for both business and journalism students. PR: Marketing 204.

330. International Marketing **three hours**

The purpose of this course is to help students understand specific issues involved in entering international markets and conducting marketing operations on an international scale as opposed to a domestic scale.

340. Marketing Research **three hours**

This course is designed to introduce students to the nature and scope of market research and its role in designing and implementing successful market programs. Among the topics covered are the market research process, research design, data collection and analysis. Basic and advanced statistics techniques will be discussed in detail, with emphasis on explaining the procedures, interpreting the results, and uncovering the managerial implications. PR: BUS 310.

399. Special Topics in Marketing **one-six hours**

This is an advanced studies course in special select marketing topics. The topics studied will be determined by the instructor and approved by the school chairperson. PR: Completed 12 hours of Marketing.

450. Marketing Management **three hours**

This course is designed to provide a more in-depth study of marketing theory and processes. Emphasis will be placed on the analysis and decision-making processes required of marketing managers. PR: Completion of fifteen credit hours in Marketing.

Mathematics
(School of Science, Mathematics, and Computer Science)

101. Applied Technical Mathematics I **three hours**

This course is an introduction of fundamental mechanics and techniques for performing operations with algebraic expressions and subsequently solving linear equations, systems of linear equations, and quadratic equations. This course also introduces trigonometric functions and is designed to develop methods of solving right angles and oblique triangles using trigonometry. This course cannot be used to satisfy the general studies math requirement. PR: (a) one unit of high school algebra and a Math ACT score of 19 or higher or Developmental Skills 105, Elementary Algebra AND (b) one unit of high school geometry or Developmental Skills 106, Elementary Geometry and Trigonometry.

102. Applied Technical Mathematics II **three hours**

This course is a continuation of Math 101. Topics covered include solving radical equations and polynomial equations, complex numbers, exponential and logarithmic functions, inequalities, and trigonometry. PR: Math 101 with a "C" or better.

107. Fundamental Concepts of Mathematics **three hours**

This course is an introductory survey course in mathematics including elementary logic, set language, a discussion of various number systems, numerations systems, introductory number theory, probability, and other related topics. It cannot be substituted for Math 110. PR: (a) one unit of high school algebra and a Math ACT score of 19 or higher OR (b) Developmental Skills 105, Elementary Algebra.

110. Mathematics for Elementary Teachers I **three hours**

An introductory course in mathematical ideas, this course includes basic concepts of set theory, properties of operations and a logical development of the real number system and its subsystems. Understanding of the basic operations is stressed. This course cannot be used as math credit toward certification for teaching mathematics. Credit for this course does not count for the general studies requirement in science and mathematics. PR: (a) one unit of high school algebra and a Math ACT score of 19 or higher OR (b) Developmental Skills 105, Elementary Algebra.

111. Intermediate Algebra **three hours**

This course is an introductory course in college algebra. This course cannot be used as mathematics credit toward certification for teaching mathematics. Credit may be earned for either Math 111 or 101 but not both courses. Credit for this course does not count for the general studies requirement in science and mathematics. PR: (a) One unit of high school algebra and a Math ACT score of 19 or higher OR (b) Developmental Skills 105, Elementary Algebra.

112. College Algebra **three hours**

This course includes a review of real numbers, algebraic expressions, equations and inequalities, graphing, matrix operations and properties, systems of equations, exponents and radicals, mathematical induction, binomial expansion, progressions, and related topics. PR: Math 111 OR high school algebra I and II with a Math ACT score of 21.

113. Applied Statistics **four hours**

This course is an introduction to statistics with appropriate applications. Major topics covered are descriptive statistics, introduction to probability, binomial distribution, normal distribution, sampling and estimation, hypothesis testing, and regression and correlation. A problem solving approach and modern software will be used to study the normal, t, chi-square and F distributions. The course consists of three hours lecture and one one-hour laboratory per week. PR: (a) Math 102 or Math 112 OR (b) two units of high school algebra, one unit of high school geometry, and an ACT mathematics score of at least 21.

115. Trigonometry and Elementary Functions **three hours**

This course includes a study of circular and trigonometric functions, trigonometric identities, equations and graphs, vectors, logarithms, complex numbers, functions and inverse functions, and related topics. PR: (a) High school Algebra I and II with a Math ACT score of 23 or higher or Math 112 AND (b) High school geometry or Developmental Skills 106, Elementary Geometry and Trigonometry. Note: This course is designed for students who have never had trigonometry and for those who need to review trigonometry.

170. Introduction to Mathematical Analysis **four hours**

Math 170 is designed to help those students pursuing a degree in mathematics, who have not had five years of high school mathematics, gain the mathematical maturity required for courses at the calculus level and beyond. Topics include: an introduction to formal logic and set theory, the principle of mathematical induction, properties of real and complex numbers with proofs, general functions and related notions, sequences and series. Emphasis is placed on building a foundation for further study in mathematics, rather than on manipulative skills. PR: (a) High school algebra I, algebra II, geometry, trigonometry with a Math ACT score of 23 or higher or (b) Math 115.

185. Applied Calculus I **four hours**

A study of calculus with an emphasis on its applications to science, business, technology, and social science. Topics covered using the derivative will consist of functions and their graphs, max/min problems, related rates, approximation of change, and curvilinear motion. Topics covered using the integral will consist of area, volume, and accumulation functions. Technology, such as graphing calculators and mathematical software, will be introduced and used throughout the course. PR: (a) High school Algebra I and II, Geometry and Trigonometry and Math ACT of 24 OR (b) Math 115 OR (c) a "B" in Math 102.

186. Applied Calculus II **four hours**

A continuation of the study of calculus applied to science, business, technology, and social science. The integral will be further studied including applications of area, volume, accumulation functions, curvilinear motion, solutions to some simple differential equations, and other applications chosen from a variety of disciplines. Sequences and series involving convergence and divergence, power series and Taylor polynomials and series will be studied. The calculus of vectors and multivariable functions will be introduced and partial derivatives and multiple integrals will be used to study applied problems from a variety of disciplines. Technology, such as graphing calculators and mathematical software, will be used throughout this course. PR: Math 185.

190. Calculus I **four hours**

This course is the calculus of one variable beginning with an intuitive study of limits and a geometric interpretation of the derivative. Topics include: differentiation of functions and the application of the derivative to graphing functions, approximating functions, solving max/min problems and related rate problems; antidifferentiation and its link to the signed area under a curve; the fundamental theorem of calculus and applications of the definite integral. PR: (a) High school Algebra I and II, geometry and trigonometry with a Math ACT score of 25 OR (b) Math 115 OR (c) Math 170 OR (d) Math 186.

199. Special Topics in Mathematics **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

200. Mathematical Logic **three hours**

Sentential and general theory of inference, theory of proof and definition, elementary intuitive set theory. PR: Math 115 or Math 170 or Math 190 or consent.

201. Mathematical Logic **three hours**

A continuation of Math 200. PR: Math 200.

206. Introduction to the Theory of Numbers **three hours**

Prime Numbers; the unique factorization theorem; congruencies, Diophantine equations; primitive roots; the quadratic reciprocity theorem. PR: Math 190 or consent.

210. Mathematics for Elementary Teachers II **three hours**

This course is intended to follow Math 110. Topics covered in the course include an introduction to logic, numeration systems including bases other than ten, properties of real numbers, finite mathematics, solution of equations and inequalities. Credit for the course does not count for general studies requirement in science and mathematics. PR: Math 110.

212. Sets, Relations and Functions **three hours**

Topics to be studied are those related to sets, relations and functions which are common to most upper level mathematics courses. This course is designed and required for students majoring in mathematics but may be used by other students to satisfy their general education requirement. The course will be offered during the fall semester of each year. PR: Math 170 or Math 190 or Consent of Instructor.

214. History of Mathematics **three hours**

A historical development of mathematical ideas beginning with the geometry and computational methods of antiquity and continuing through the calculus. PR: Math 115 or Math 170 or Math 190 or consent.

216. Introduction to Discrete Mathematics **three hours**

This course is designed to provide a survey of the mathematical reasoning and the objects of study found in discrete mathematics. Topics considered include sets, relations, functions, combinatorics, graphs, trees, discrete probability, and recurrence relations. Interspersed throughout the course will be material on the nature of proof and analysis of algorithms. PR: Math 115 or Math 170 or Math 190 or consent.

315. Calculus II **four hours**

This course is a continuation of Math 190, calculus of one variable. Topics include applications of the definite integral, exponential and logarithmic functions, inverse trigonometric functions, techniques of integration, conic sections, plane curves and polar coordinates, limits involving indeterminate forms, improper integrals, sequences, and infinite series. PR: 190.

316. Calculus III **four hours**

This course is a continuation of Math 315. Sequences and series will be followed by a study of calculus of two and three variables. Topics include vectors, dot product, cross product, lines, planes, vector functions and their derivatives and integrals, the study of quadratic surfaces, partial differentiation, gradient, and double and triple integrals. PR: (a) Math 315 OR (b) Math 186 and 190 and consent of instructor.

323. Mathematics for Elementary Teachers III **three hours**

This is the last of three courses intended to give prospective elementary teachers an adequate background and training in the concepts and skills of basic mathematics. A study of metric and non-metric geometry will be made, including both an informal and formal approach to proofs of elementary theorems. PR: Math 210 or concurrent registration with consent of instructor.

335. Probability and Statistics **three hours**

Sample spaces, events as subsets, probability axioms, finite sample spaces and equiprobable measure as special case, binomial coefficients and counting techniques applied to probability problems, conditional probability, independent events. Bayes' formula. Random variable, probability functions, density and distribution functions, special distributions, independent random variables. Poisson and normal approximation to the binomial, some statistical applications. Estimation and sampling, point and interval estimates, hypothesis-testing, power of a test, regression. PR: Math 316 or concurrent enrollment in Math 316.

336. Probability and Statistics **three hours**

Random variables and distributions, sequences, of random variables, Markov chains, stochastic process. PR: Math 335.

342. Numerical Analysis **three hours**

Solutions of equations. Functional iteration of equations, analysis of special methods such as the methods of false position and of Newton; iteration for systems of equations. Reduction to first order systems. Gaussian elimination and some iterative methods for inversion. PR: CS 102, Co-requisite Math 316.

361. Abstract Algebra **three hours**

Sets, relations, functions, operations, etc. Algebraic systems: integers, rationals, matrices, etc. isomorphism and examples. Equivalence classes. Groups. Subgroups, cyclic groups, basic theorems, Lagrange's theorem. Homomorphism, normal subgroup, quotient group. The isomorphism theorems. Rings, integers, matrices, polynomials, integral domains, fields, quotient field. Homomorphism, ideals, residue class rings. Unique factorization domains. Euclidean domains, integers, polynomials over a field. Division algorithm, highest common factor, unique factorization in Euclidean domain. PR: Math 190 and Math 212, or consent of instructor.

362. Linear Algebra **three hours**

Vector spaces abstractly defined. Linear dependence and independence. Bases and subspaces. Dimension of linear space. Linear mappings, kernel and image of a map. Rank of a map. Linear maps as a vector space. Composition of mappings and multiplication of matrices. Relation between linear mappings and systems of linear equations. Row reduced echelon matrix, invertible matrices, calculation of inverse. Linear inequalities and half spaces. PR: Math 315 or Co-requisite Math 315 or consent.

372. Modern Geometry **three hours**

A brief review of informal Euclidean Geometry, including areas and volumes. A formal development of Euclidean geometry utilizing concepts such as incidence, convexity separation, distance functions, angular measurement functions. Other geometric topics such as topology, non-Euclidean geometry, finite geometries, projective geometry and transformational geometry are briefly introduced. PR: Math 190 or consent.

375. Topology **three hours**

This course consists of the study of topological spaces and topological notions including continuity, convergence, separation, compactness, and connectedness. PR: (a) Math 212, 316 OR (b) consent of instructor.

391. Real Analysis **three hours**

Real numbers, topology of the reals, infinite series, continuous functions, sequences and series of functions, differentiation, integration, power series. PR: Math 212, 316.

400. Seminar **one-three hours**

PR: Consent.

401. Differential Equations **three hours**

First-order and simple higher-order ordinary differential equations and their applications, linear differential equations with constant coefficients and their application, simultaneous differential equations and their applications, the numerical solution of differential equations, solution of differential equations by use of series. PR: Math 316.

411. Advanced Calculus **three hours**

Sets, relations and functions, composite and inverse functions, countable sets, ordered fields, sequences, operations with sequences, nested intervals, Cauchy sequences, open and closed sets, limits and continuity, differentiation, integration. PR: Math 212, 316.

413. Introduction to Complex Variables **three hours**

The algebra and geometry of complex numbers. Definitions and properties of elementary functions, e^x, sin x, log z, Analytic functions, limits, derivatives, Cauchy-Riemann equations. Integration. Integrals, functions defined by integrals. Maximum modulus, Liouville's theorem, fundamental theorem of algebra. Series. Taylor and Laurent series. Uniform convergence, term-by-term differentiation, uniform convergence in general. Domain of convergence and classification of singularities. The residue theorem. PR: Math 212, 316.

431. Methods and Materials in Teaching Mathematics **three hours**

This course is designed for senior education majors with a math teaching specialization in either grades 5-12 or 5-8. Mathematics curricula and methods at the middle and high school levels are studied. Numerous laboratory experiences such as microteaching and math tutoring are required. 5-8 majors must complete Math 431 prior to enrolling in the IPP. PR: 5-8 majors; Math 170 and a 2.5 average in math courses completed; 5-12 majors; Math 316 or consent and a 2.5 average in math courses completed. Offered fall semester only.

Military Science
(School of Social Science)

Basic Phase Courses - No uniform or haircut requirements

105. Military Science I Part A — two hours
This basic introductory course will cover the organization and development of the United States Army and Army ROTC; basic leadership concepts; general military subjects, including first aid, map reading and United States Army equipment. Rappelling is offered as an optional personal enrichment subject. PR: Freshmen or sophomore standing or consent.

106. Military Science I Part B — two hours
The discussion will involve the role of the United States in world events, policies and traditions in peace and war; continued instruction in leadership fundamentals and general military subjects, including further study of first aid and map reading. Optional personal enrichment subjects will include rappelling and visits to army installations. PR: Freshmen or sophomore standing or consent.

107. Military Science II Part A — two hours
This course involves a more in-depth study of leadership and management with emphasis on the fundamental concepts and skills required of today's citizen-soldier. Instruction will be provided in basic military skills such as drill and ceremonies and land navigation. PR: Freshmen or sophomore standing or consent.

108. Military Science II Part B — two hours
Intermediate-level instruction is provided in fundamentals of leadership and management with emphasis on the military application of these fundamentals. An introduction will be given to small-unit tactics and organizations. Further instruction is provided in basic military skills. PR: Freshmen or sophomore standing or consent.

199. Special Topics in Military Science — one-twelve hours
Studies in special selected topics. The topic to be studied will be determined by instructor and approved by the School's chairman. Advanced Phase Courses - Commitment to Military Science Obligation

211. Military Science III Part A — three hours
This course examines the requirements for military training and the psychological and technical aspects of effective instruction, as well as the military career system and the occupational specialties options available. Practical leadership training activities such as drill and ceremony and physical training (which also provides required physical conditioning) is included. Two lectures and three one-hour leadership/military physical training laboratories each week. PR: MS I and II course completion; or prior military service; or completion of basic training, or Basic ROTC Summer Camp attendance and consent of instructor; or instructor's consent under the alternate Entry Option Program.

212. Military Science III Part B — three hours
Race relations/drug abuse and alcohol seminars are conducted to familiarize students with the leadership techniques involved in coping with these social problems. Additionally, practical training is conducted in squad and platoon-level tactics; further practical leadership training is provided by activities such as drill and ceremony and physical training (which also provides required physical conditioning); students are prepared for Advanced Camp. Two lectures and three one-hour leadership/military physical training laboratories each week. PR: 211 or consent.

213. Military Science IV Part A — three hours
This course stresses the responsibilities of an officer and affords leadership experience through performance as a cadet leader. Military staff procedures, military law, and tactical military operations, which prepare the student for future service, are studied. Practical leadership training is stressed by participation in and evaluation of activities such as drill and ceremony and physical training (which also provides required physical conditioning). Two lectures and three one-hour leadership/military physical training laboratories each week. PR: 211 and 212.

214. Military Science IV Part B — three hours
Advanced leadership techniques, behavior patterns, and personnel management problems are discussed in seminars. The military role in United States foreign policy, military history, and world affairs is examined. Practical leadership training involves taking part in and evaluating activities such as drill and ceremony and physical training (which also provides required physical conditioning). Two lectures and three one-hour leadership/military physical training laboratories each week. PR: 211, 212 and 213.

Music
(School of Fine Arts)

Note: All applied courses (Music 103, 303, 107, 307, 141, 341, etc., including those marked with an asterisk):

a. Open to students with sufficient musical background to benefit from individual instruction in techniques of playing band and orchestral instruments. Acceptance of the student will be the prerogative of the instructor. See Music Department Handbook for applied requirements.
b. One hour credit applied music courses require one-half hour lesson per week plus daily practice of one hour.
c. Two-hour credit applied music courses require one hour lesson per week plus two hours daily practice.
d. Student desiring to take two hours for applied lessons must have the permission of their instructor. This permission is usually given only to music majors.

101. Concerts, Recitals, and Seminars — No Credit
Pass or fail to be issued each semester. Scheduled concerts, seminars. Music majors and minors are required to attend 50 percent of these programs each semester enrolled in college, except when practice teaching.

103.* Organ I-IV; 303. Organ I-IV (last four semesters) — one-two hours
The program of study will be fitted to the individual needs of the subject. PR: Piano proficiency and approval of instructor.

105. Piano Class I-II — one hour
This course is designed for all students in beginning piano. This will be conducted as a class with each member being offered opportunity for participation. PR: For Piano Class II, Piano Class I.

106 Guitar Class I-II — one hour
This course is designed for all students in beginning guitar. This will be conducted as a class with each member being offered the opportunity for participation. PR: For Guitar Class II, Guitar Class I.

107.* Piano I-IV; 307. Piano I-IV (last four semesters) — one-two hours
See description under Music 103. Students must consult with instructor for section placement on the first day of classes.

108. Beginning Theory (on demand) two hours
This course is designed for beginning music students who need additional background in theory.

109. Theory, Comprehensive four hours
This course is organized in five interacting streams of study to develop the skills necessary for the perception and understanding of music. These streams of study are comprised of formal and harmonic analysis, composition, ear training, keyboard harmony and singing. This study surveys the compositional techniques of the eighteenth and nineteenth centuries. A weekly lab of five minutes is required. Fall Semester.

110. Theory, Comprehensive four hours
A continuation of Theory 109, with emphasis in compositional study involving modulation and musical perception with and without score. Five minute laboratory. PR: 109. Spring Semester.

139. Voice Class I (first semester) one hour
Course consists of a study of fundamentals of voice production: breathing, resonance, articulation, and style. Fall Semester

141.* Voice I-IV; 341. Voice I-IV (last four semesters) one-two hours
Open to students who have sufficient musical background and vocal quality to merit individual instruction. The principles of proper vocal production are stressed with later emphasis upon solo repertoire in English, Italian, German, and French.

167. Collegiates one hour
A large mixed chorus open to all students. The Collegiates perform literature from the Renaissance to modern and popular styles. Activities include one or two performances per semester and a spring tour.

168. Marching Band two hours
Open to students who play a band instrument or have the necessary skills to participate in one of the auxiliary units such as flags, rifles, or twirlers. The Marching Band performs at all home football games during the fall semester and at various marching band activities such as parades and festivals. Fall Semester.

169. Concert Band one hour
Open to all students who can play a band instrument. Students study and perform a wide variety of band literature. Spring Semester.

172. College-Community Symphony Orchestra one hour
Open to all students and members of the community who can play an orchestral instrument needed to keep a balanced organization. The course is designed to present the study and performance of orchestral literature appropriate to the playing ability of its members. Audition or admission at the discretion of the director.

175.* Guitar I-IV; 375. Guitar I-IV (last four semesters) one-two hours

177.* Percussion I-IV; 377. Percussion I-IV (last four semesters) one-two hours

179.* Saxophone I-IV; 379. Saxophone I-IV (last four semesters) one-two hours

181.* Flute I-IV; 381. Flute I-IV (last four semesters) one-two hours

183.* Clarinet I-IV; 383. Clarinet I-IV (last four semesters) one-two hours

185.* Oboe I-IV; 385. Oboe I-IV (last four semesters) one-two hours

187.* Bassoon I-IV; 387. Bassoon I-IV (last four semesters) one-two hours

189.* Trumpet or Cornet I-IV; 389. Trumpet or Cornet I-IV (last four semesters) one-two hours

191.* Baritone Horn I-IV; 391. Baritone Horn I-IV (last four semesters) one-two hours

193.* French Horn I-IV; 393. French Horn I-IV (last four semesters) one-two hours

195.* Trombone I-IV; 395. Trombone I-IV (last four semesters) one-two hours

197.* Tuba I-IV; 397. Tuba I-IV (last four semesters) one-two hours

199. Special Topics in Music one-twelve hours
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs

200.* Violin I-IV; 300. Violin I-IV (last four semesters) one-two hours

201.* Viola I-IV; 301. Viola I-IV (last four semesters) one-two hours

202.* Cello I-IV; 302. Cello I-IV (last four semesters) one-two hours

204.* Bass Violin I-IV; 304. Bass Violin I-IV (last four semesters) one-two hours

205. Music Appreciation two hours
A general music course that serves as an introduction to both traditional and modern styles in music. Students are encouraged to develop their own perspectives, talents, and critical skills by means of aural and visual recordings of great composers of the western world, of the traditions of non-western musics and new music techniques.

206. Music Appreciation for Majors three hours
The history and literature of music, with emphasis placed on listening to recordings of great music and the study of musical style and form of the leading composers of the renaissance, baroque, classic, romantic, and modern periods, for the purpose of developing greater depth in the discrimination and appreciation of music. May be substituted for Music 205. Not open to students with credit for Music 205, unless required for major or minor. Spring Semester.

209. Theory Comprehensive four hours
Continuation of Music 110 covering theoretical principles of the baroque and classical periods. Emphasis on contrapuntal forms and compositions of large formal structures. Five minutes laboratory each week. PR: 110. Fall Semester.

210. Theory, Comprehensive **four hours**
Continuation of Music 209 developing the skills necessary for the perception and understanding of music. Features theoretical principles of the romantic and twentieth centuries. Five minutes laboratory each week. PR: 209. Spring Semester.

211. String Class I; 411. String Class II **one hour**
This course is open to all students with sufficient background in music. A working knowledge of string instruments is attained through class instruction.

213. Brass Class I; 413. Brass Class II **one hour**
This course is open to all students with sufficient background in music. A working knowledge of brass instruments is attained through class instruction. Fall Semester.

215. Woodwind Class I; 415. Woodwind Class II **one hour**
This course is open to all students with sufficient background in music. A working knowledge of woodwind instruments is attained through class instruction. Spring Semester.

217. Percussion Class 1; 417. Percussion Class II **one hour**
Open to all students with sufficient background in music. A working knowledge of percussion instruments is attained through class instruction. Spring Semester.

231. Elementary Music I (K-3) **three hours**
This course gives the student a background in music theory, terminology of music, rhythm, music reading, chord construction and use of the keyboard and classroom instruments needed by the classroom teacher. Methods activities and approaches of Orff, Kodaly, Manhattan Project, and others are emphasized for K-3. Required for all elementary teachers. Fall Semester.

232. Elementary Music II (4-8) **three hours**
This course is a continuation of Music 231 and includes methods and procedures for carrying out the program in the elementary grades 4-8. PR: 231. Spring Semester.

245. Fundamentals of Conducting **two hours**
This course is designed to acquaint the student with standard conducting techniques including a working knowledge of all standard beat patterns; the active gestures including legato, staccato and tenuto gestures as well as gestures of syncopation; the passive gestures; the analysis of various types of fermata and a thorough understanding of transposition. PR: 109. Spring Semester.

247. Stage Band **one hour**
This course is open to advanced instrumental students. It is designed to give students an opportunity to rehearse and perform big band jazz and jazz-rock literature under faculty direction. PR: Audition or admission at the discretion of the director.

249. Advanced Woodwind Ensemble **one hour**
Open to advanced woodwind students. Includes various Woodwind ensembles. PR: Audition or admission at the discretion of the director.

251. Instrumental Repair and Maintenance I **two hours**
A survey of the simple instrumental repair problems that are commonly encountered in a school music program. Practical repair experiences are included where appropriate. Offered on demand.

275. Advanced Brass Ensemble **one hour**
Open to advanced instrumental students. Designed to give students an opportunity to participate in small ensembles. Groups meet on a regular weekly rehearsal schedule under faculty direction. PR: Audition or admission at the discretion of the director.

277. Chamber Choir **one hour**
Open to advanced vocal students. Designed to give students experience in small ensemble participation. Groups meet on a regular rehearsal schedule under faculty direction. PR: Audition at beginning of each semester.

279. Advanced Percussion Ensemble **one hour**
Open to advanced percussion students and students with percussion experience. Designed to give students experience in small ensemble participation: Groups meet on a regular rehearsal schedule under faculty direction. PR: Audition or admission at the discretion of the director.

309. Orchestration
A survey of the technical abilities and limitations of the instruments of the orchestra and band with an emphasis on the practical fundamentals of score preparation.

310. Counterpoint (on demand) **two hours**
A study of the style and technique involved in the writing of sixteenth century polyphonic music. PR: 210.

311. Form and Analysis (on demand) **two hours**
A study of form and the analysis of music as found in the literature from the seventeenth to the twentieth century. PR: 209.

312. Composition (on demand) **two hours**
This course is designed to teach, through the study of various types of music; a basic and accepted approach to creative composition. PR: 209.

313. Music in Western Civilization to 1750 **three hours**
The development of musical styles from the Medieval era through the death of J.S. Bach and G.F. Handel. PR: Music 209, 206 or permission of instructor. Fall Semester.

314. Music in Western Civilization: 1750 to Present **three hours**
The development of musical styles from the pre-classic era to the musical techniques of present day. PR: Music 209, 206 or permission of instructor. Spring Semester.

320. Techniques of Keyboard Accompanying **one hour**
A course designed to acquaint advanced students of piano and organ with the techniques involved in playing accompaniments for performing groups and soloists. Regularly scheduled laboratory experiences in playing accompaniments for vocal and instrumental soloists and ensembles will be provided. Sight-reading, transposition, and various technical exercises will also be covered. Recommended for piano majors. PR: Permission of instructor. Given on demand.

328. Elementary Music Methods and Material for Majors, K-6 **two hours**
Enables the student to communicate musical ideas through visual and oral approaches and to demonstrate a knowledge of the sources and ability to use quality materials, methods, and literature for comprehensive music program K-6. PR: 110, 139 and/or 141. Spring Semester.

347. Advanced Conducting **two hours**
This course is a continuation of the techniques studied in Music 245 (Fundamentals of Conducting) with an emphasis on refinement of the manual technique as well as basic analytical and marking techniques required for score preparation. PR: 245. Fall Semester.

425. Marching Band Techniques two hours
This course is designed to explore the various components needed to direct a successful marching band program. Topics will include: philosophies, administration, basic marching techniques, show design, accurate charting, music selection, auxiliary units, uniforms, and rehearsal techniques. Fall Semester.

429. Instrumental Methods, Materials and Administration two hours
Advanced and practical application instrumental conducting techniques, methods, administration and materials used in teaching instrumental music in the secondary schools. PR: 209 and 245. Spring Semester.

430. Choral Methods, Materials and Administration two hours
Advanced and practical application of choral conducting techniques, methods, administration, materials used in teaching choral music in the secondary schools. PR: 209 and 245. Spring Semester.

431. Methods and Materials in Teaching Music, 7-12 three hours
Techniques, methods and materials used in teaching and administering general music classes and high school music classes. Fall Semester. PR: 328, 429, 430.

432. Choral Workshop (on demand) two hours
Offered to upgrade choral instructor's teaching techniques and administration. Includes experiences in conducting choral groups, interpretation, participating in choral rehearsals and performances, and the study of problems related to choral teaching and administration.

433. Instrumental Workshop (on demand) two hours
Offered to upgrade instrumental teaching techniques and administration of instructors. Includes experiences in conducting instrumental groups, interpretation, participating in instrumental rehearsals and performances, and the study of problems related to instrumental teaching and administration.

434. Composition Workshop (on demand) two hours
Study of the composition of choral and instrumental works. Experience of hearing works performed by live groups provided.

435. Music Production Workshop one-three hours
A laboratory experience in music theater. Course culminates in a public presentation of opera or musical comedy. PR: Consent of instructor.

437. Area Studies in Music Literature I-III one-three hours
Concentrated study of selected areas of music. The area selected to be determined by the instructor. PR: Consent of instructor.

438. Area Studies in Music Literature I-III one-three hours
Concentrated study of selected areas of music. The area selected to be determined by the instructor. PR: Consent of instructor.

439. Area Studies in Music Literature I-III one-three hours
Concentrated study of selected areas of music. The area selected to be determined by the instructor. PR: Consent of instructor.

440. Senior Recital one hour
(See Music Department Handbook). All music majors are required to present a senior recital or its equivalent before the faculty jury or public.

442. and 443. Theory Workshop (on demand) two-three hours
Identification of suitable materials for the teaching of theory in the high schools as well as methodology and pedagogical procedures for theory instruction. May be repeated for additional credit-maximum 6 hours.

444. and 445. Elementary Workshop (on demand) two-three hours
Identification of suitable materials for the teaching of elementary music as well as new and innovative methodology. May be repeated for additional credit-maximum 6 hours.

Nursing
(School of Nursing and Allied Health Administration)

101. Fundamentals of Nursing six hours
This course is designed to introduce the beginning student to the nursing process and its application in clinical practice. The lecture portion presents those concepts basic to the practice of nursing. The laboratory experiences involve the student in the implementation of skills related to basic needs and life processes. (4 hours class, 6 hours lab.) PR: Admission to the nursing program. Taken concurrently with Biology 170, FSM 220. Fall Semester.

102. Transition for Licensed Practical Nurses one hour
This course introduces the concepts and processes essential to nursing practice. A major focus is on nursing role and role transition from licensed nurse to registered nurse. PR: The student must be enrolled in the Associate Degree Nursing Program at Fairmont State College and be a Licensed Practical Nurse or a graduate of a practical nursing program. Fall Semester.

103. Medical-Surgical Nursing eight hours
This course is designed to assist students to gain knowledge of common health problems of adults and to use the nursing process to assist individuals to promote and attain health. Emphasis is placed on the following life processes: protective function, development, sensori-motor, metabolism, and elimination. The other life processes are considered as they apply throughout the course. Selected laboratory experiences in caring for hospitalized clients using primary nursing will enable the student to acquire knowledge and skills related to the theory content and the student's individual needs. The student is expected to integrate and use knowledge and skills acquired in prerequisite courses. (4 hours class, 12 hours lab.) PR: Nursing 101, FSM 220, Biology 170. Concurrently: Allied Health 106, Biology 205. Spring Semester. A current Basic Life Support Card is required.

199. Special Topics in Nursing one-twelve hours
This course is concerned with special studies in selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs. Taught as needed.

201. Psychiatric Nursing **five hours**

This course is a study of the concepts of mental health and common problems of mental illness as they affect the individual and the family. Selected laboratory experiences enable the student to use the nursing process to meet the needs of hospitalized clients having a functional disorder. This course stresses self-awareness, improving therapeutic communication skills, and establishing interpersonal relationships. Topics also include common maladaptive behavioral patterns, current therapies and community mental health resources. The life processes of protective function, psychosocial environment, and developmental concepts are addressed as they apply throughout the course. This is a 4-week course offered in the summer. (Total 55 lecture hours, 70 hours lab.) PR: AH 106, Biology 205, Nursing 103, Psychology 101. Summer.

202. Medical-Surgical Nursing **eight hours**

This course is designed to assist students to gain knowledge of common health problems of adults and to use the nursing process in assisting individuals and families to promote and attain health. Emphasis is placed on the following life processes: oxygenation, sensori-motor, elimination and protective function. The other life processes are considered as they apply throughout the course. Selected laboratory experiences in caring for clients in the hospital and in community agencies will enable the student to acquire knowledge and skill related to theory content, and the student's individual needs. The nursing role of manager of care is developed with the involvement of the student in team nursing. Leadership, delegation, and collaboration are explored by the student while assuming team roles of team leader, medication nurse, and patient educator. (4 hours class, 12 hours lab.) PR: Nursing 103, Nursing 201. Fall Semester. The 12 hours for clinical include 11 hours on the hospital unit and one hour for preplanning. A current Basic Life Support card is required.

204. Trends in Nursing **two hours**

Trends in Nursing is a course designed to promote an understanding of the major trends and problems affecting nursing: historical, political, social, economic, legal, educational, professional and personal. Current issues and career opportunities also will be discussed. Emphasis will be placed on legal rights and responsibilities and ethical decision-making. PR: Nursing 201. Fall Semester.

205. Maternity Nursing **four hours**

Maternity nursing is an introduction to the physiological, psychological, and social changes related to the nursing process as it affects both the childbearing mother and the family unit. Emphasis is placed on the normal life processes with comparison to the abnormal. Antepartal and postpartal experiences include observation in physicians' offices and clinics. Experiences in labor and delivery, immediate postpartal and neonatal care are provided in a hospital setting. Eight weeks. (4 hours class, 12 hours lab.) PR: Nursing 202, 204. Spring Semester.

206. Nursing of Children **four hours**

This course is designed to help the student gain a better awareness of the sequence of normal growth and development during the life processes of childhood. Health problems, disorders, and illnesses of children in each stage of development from infancy through adolescence are considered. A family centered approach to child care, utilizing the nursing process, is emphasized. Special consideration is given to preventive and teaching aspects of concern to the patient and family. Selected clinical experiences include care of children in health facilities as well as other community agencies. Eight weeks. (4 hours class, 12 hours lab.) PR: Nursing 202, 204. Spring Semester.

207. NCLEX Review **one hour**

This course is designed to improve decision-making and critical thinking skills to prepare graduates for the national licensure examination. ADN students who do not achieve a passing score on the adult nursing achievement examination and a satisfactory test score in Nursing 202 will be required to complete this course. 8 week course, Spring Semester.

320. Health Assessment **four hours**

This course is designed to develop skills as a provider in health/physical assessment. It includes assessment techniques, how to assess clients of various racial and cultural groups, and the assessment of clients across the life span. The nursing process and critical thinking are used to synthesize information to promote health potential. Faculty supervised campus laboratory experience is employed to validate skill. (2 hours lecture, 4 hours lab.) PR: Admission to the Nursing major or consent. Fall Semester.

330. Health Deviations **three hours**

This course is designed to increase knowledge of pathophysiologic mechanisms and its effect upon health potential. Through case studies students will apply theoretical knowledge to patient situations through utilization of the nursing process. (3 hour lecture.) PR: Admission to the Nursing major or consent. Spring Semester.

350. Professional Nursing Concepts **three hours**

This course is designed to assist the registered nurse in exploring concepts, theories, and issues relevant to professional nursing. Areas explored include theories of nursing, beliefs, assumptions and values of the nurse client relationship, socialization to the professional nursing role, health and health care delivery systems, and the nursing process. (3 hour lecture.) PR: Admission to the BSN Program. Fall Semester.

360. Complex Nursing Situations **four hours**

This course focuses on developing critical thinking skills and applying them to complex nursing situations. This course will include ethics and its application to nursing practice. (Total 30 hours lecture, 60 hours lab.) PR: Nursing 320, 330, 350, and completion of Chemistry 101. Nursing 330 may be taken concurrently with Nursing 360. Spring Semester.

399. Special Topics in Nursing **one-twelve hours**

This course is concerned with special studies in selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives.

400. Research in Nursing Practice **three hours**

This course analyzes the scientific process with emphasis on its application to nursing. Emphasis is placed on developing an understanding of the logical process of research, reasoning, and the scientific inquiry necessary to carry out studies of nursing interest. (3 hour lecture.) PR: Psychology 240, Nursing 360. Fall Semester.

410. Community Health Nursing six hours
This course focuses on the theories and principles underlying current community health nursing practice. Emphasis is placed on the client and family including appropriate nursing intervention for individuals, families, and groups in outpatient settings and in the home. Content includes application of the nursing process to community based intervention in health maintenance, health promotion and restoration, and utilization of community resources. (3 hour lecture, 6 hours lab.) PR: Nursing 360, Nursing 400 or taken concurrently. Fall Semester.

430. Leadership and Management in Nursing Practice three hours
This course explores theories of leadership and management as they relate to nursing and health potential. Emphasis is given to strategies appropriate for the individual, family, groups, and the community in the practice setting. The course also includes an examination of motivational theories, role development, group processes, change theory, and communication skills as well as authority and accountability. (3 hour lecture.) PR: Management 209 or 308, Nursing 400 and 410. Spring Semester.

440. Nursing Practicum six hours
This course assists students in the integration of theory and practice as they approach completion of the nursing major. Students choose a clinical area for advanced practice of concepts and skills to carry out nursing activities that promote health potential. Goals include development of autonomy in nursing practice, skill in clinical decision making and judgement, and professional role development. (2 hour lecture, 8 hours lab.) PR: Management 209 or 308, Nursing 400, 410 or concurrent with Nursing 430. Spring Semester.

441. School Nurse Practicum four hours
The School Nurse Practicum is designed for Registered Nurses to meet West Virginia Board of Education standards for practicing school nurses. This specialization prepares nurses for their role in health restoration, maintenance and promotion and as an advocate for children and families. PR: Graduate of BSN Program, Education 200 or concurrent with NSG 441. (One hour lecture, 6 hours lab.)

499. Special Topics in Nursing one-twelve hours
This course is concerned with special studies in selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives.

Office Administration
(School of Business and Economics)

Office Administration (OAD)

100. Microcomputer Keyboarding three hours
This course is designed to teach the touch control method of the alpha/numeric keyboard for the typewriter and microcomputer as well as the ten-key numeric keypad. This course includes development of speed and control, vertical and horizontal centering, simple tabulation, memorandums, letters, reports, tables and interpretation of proofreader's marks. This course is open to all students.

199. Special Topics in Office Administration one-twelve hours
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School Chair. Credits earned will be applicable as free electives in degree and certificate programs.

200. Alphabetic Notetaking three hours
This course is designed to teach students the principles and theory of abbreviated writing for notetaking and study skills. Emphasis is on theory, brief forms, reading/writing, summarizing and synthesizing, and paraphrasing. What's worth noting, taking textbook notes, and improving study habits will also be stressed. This course is for students who have had no previous training or for those whose skills are inadequate. Three hours lecture per week.

230. Introduction to Word Processing three hours
The course will present opportunities to explore microcomputer operations, computer software, and word processing applications. In addition, it will provide an overview of the concepts and terminology of computer operations, including some of the basic principles of word processing. Three hours lecture and discussion per week. PR: OAD 100, 101, consent of instructor or high school keyboarding courses.

232. Word Processing Applications three hours
The course will provide advanced applications on a microcomputer with emphasis on formulating standard documents and printing using various printers. PR: OAD 230.

233. Records Management and Database Applications three hours
This course is designed to provide a foundation in the latest methods and systems of retrieving information in planning, organizing, and controlling integrated records retention systems in the electronic office. Simulated activities are designed to give students practice in microcomputer storage and retrieval utilizing appropriate software. May be used as a business elective.

240. Administrative Office Procedures three hours
This course is an integrated approach to the required procedures in a business establishment. The course provides information on business principles and promotes a high standard of office ethics. Content includes telecommunications, mail processing, records management, conference setting, travel arrangements, and office machine use including calculators, transcribers and reprographic equipment. PR: OAD 102.

241. Workplace Productivity three hours
This course is designed to allow the student to integrate the concepts and principles offered in the various disciplines of study within the Department of Office Administration. It will focus on the simulation and reinforcement of the major office applications found in suite software-word processing, electronic presentations, spreadsheets, and database. Students will participate in various common office careers that use these applications to show the real-world significance of the software. In addition to computer applications, students will develop critical thinking and decision-making skills which are expected of today's office support personnel. PR: OAD 232, 233, 240, 250, IS 220.

242. Professional Internship and Portfolio Development three hours
The purpose of this course is to allow students to bring business topics into focus by using all their collected business knowledge. This will be accomplished through completion of a portfolio that will demonstrate to prospective employers the student's career preparation. The student will also be required to complete a professional internship in the work place. A total of 140 hours of supervised work will be required. The importance of career and goal planning will be emphasized. PR: BUS 102, OAD 240, 251, and/or instructor's consent.

250. Desktop Publishing **three hours**
A beginning course in Desktop Publishing which provides a foundation in the basic principles of page layout and design as well as typographical conventions, coupled with hands-on use of computer hardware and applications. Students will learn desktop publishing skills by completing several practical projects.

251. Business Communications **three hours**
This course focuses on the principles of writing effective business communications including memoranda, reports, inquiries, applications, and letters for various types of business situations such as the routine, the persuasive, and the unpleasant. The writing of job-related communications such as résumés and letters of application are also covered. The use of modern technology for business communications and the business applications of the concepts of oral and non-verbal communication are also introduced. May be used as a business elective. PR: English 104.

310. Supervising Office Systems Personnel **three hours**
This course is designed to train students already skilled in basic office operations to become effective and efficient supervisors. Emphasis will be placed on the basic elements of supervision in relation to an office environment as well as the exploration of various techniques available for effective training and supervision of employees in an office setting. Some of the topics to be covered will be training office employees for productivity, discussion of office climate and its relationship to employee productivity, discipline in the office, and examining attitudes of supervisors and the degree of influence they have in relation to office employees. May be used as a business elective.
Refer also to Business Education.

Philosophy
(School of Social Science)

199. Special Topics in Philosophy **one-twelve hours**
The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

200. Introduction to Philosophy **three hours**
A survey of the principal problems and theoretical responses, which have come from man's attempts to organize his experience and direct his existence. The thought of individual thinkers (as Socrates, Plato, St. Augustine, Bruno, Locke, Sartre, Heidegger, et al.) and schools of interpretation (rationalist, empiricist, pragmatic) are highlighted.

250. Great Philosophers **three hours**
A survey of the historical development of western philosophical thought from ancient Greece to the twentieth century. This course is a continuation of Philosophy 200, taking up the issues and philosophers in more analytical detail. The focus is on developing trends of thought as exhibited by the systems of the Great Philosophers, and the corresponding challenges developed by their able critics.

325. Ethics **three hours**
A study and evaluation of classical and contemporary theories of what constitutes right and wrong, good and bad, inhuman conduct, with emphasis on the implications of these theories for resolving contemporary moral problems. The corrosion of dogmatic ethical positions by skepticism and relativism is examined, and helpful responses are introduced. Problems in medical ethics are discussed.

350. Comparative Religion **three hours**
Description and analysis of the philosophical thought underlying the major religions of the world.

475. Philosophy of History **three hours**
(Credit in either philosophy or European history.) A survey of the philosophical positions, both speculative and analytical, that have been advanced to evaluate humanity's historical understanding and experience.

400. Seminar **three hours**
Research and reading for advanced students. Students are required to write a paper on a philosophical issue of their interest.

Physical Education
(School of Education/Health and Human Performance)

100. Fitness and Wellness **two hours**
This course is designed to provide an opportunity for students to make intelligent choices concerning lifelong wellness and to achieve optimum levels of fitness through regular exercise, proper nutrition, weight control and stress management.

101. Basic Physiological Conditioning-Health **one hour**
Analysis, application and integration of basic physical conditioning and health concepts are studied. The course is offered in eight-week sessions.

102. Weight Training-Lifting **one hour**
The analysis and application of the rules, boundaries, strategies, psychomotor skills, and the safety aspects of the individual sport of weight training-lifting are studied. The course is offered in eight-week sessions.

110. Archery **one hour**
The analysis and application of the rules, psychomotor skills, and safety aspects of the lifetime sport of archery are studied. This course is offered in eight-week sessions.

112. Badminton **one hour**
The analysis and application of the rules, boundaries, strategies, psychomotor skills, and the safety aspects of the individual sport of badminton are studied. This course is offered in eight-week sessions.

114. Bowling **one hour**
The analysis and application of the rules, boundaries, strategies, psychomotor skills, and the safety aspects of the individual sport of bowling are studied. This course is offered in eight-week sessions.

116. Casting and Angling **one hour**
The analysis and application of the psychomotor skills and the safety aspects of the individual sport of casting and angling are studied. This course is offered in eight- week sessions.

120. Basketball (Beginning) **one hour**
The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the team sport of basketball are studied. This course is offered in eight-week sessions.

121. Introductory Seminar in Human Movement **two hours**
General survey of instructional and non-educational professional career alternatives available within physical education. The issues, trends, history, philosophy, and future career directions in physical education will be discussed.

124. Volleyball **one hour**
The analysis and application of the rules, boundaries, strate-

gies, psychomotor skills and the safety aspects of the team sport of volleyball are studied. This course is offered in eight-week sessions.

126. Tennis (Beginning) **one hour**
The student will be introduced to basic skills, rules, boundaries, game situations, and team play.

130. Flag Football **one hour**
The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the team sport of flag football are studied. This course is offered in eight-week sessions.

140. Golf **one hour**
The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the individual sport of golf are studied. This course is offered in eight-week sessions.

142. Handball **one hour**
The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the individual sport of handball are studied. This course is offered in eight-week sessions.

144. Racquetball **one hour**
The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the individual sport of racquetball are studied. This course is offered in eight-week sessions.

152. Gymnastics-Tumbling **one hour**
The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the individual sport of gymnastics-tumbling are studied. This course is offered in eight-week sessions.

160. Soccer **one hour**
The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the team sport of soccer are studied. This course is offered in eight-week sessions.

162. Softball **one hour**
The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the team sport of softball are studied. This course is offered in eight-week sessions.

164. Speedball **one hour**
The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the team sport of speedball are studied. This course is offered in eight-week sessions.

170. Wrestling **one hour**
The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the individual sport of wrestling are studied. This course is offered in eight-week sessions.

199. Special Topics in Physical Education **one-twelve hours**
Special topics will be studied. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

211. Anatomy and Physiology **four hours**
The basic knowledge of the structure and functions of the human body and the changes that occur during physical activity and sport are studied. PR: Biology 101-102.

212. Physiology of Exercise **three hours**
The knowledge of basic physiological adaptations that accompany physical activity and sport is investigated. PR: Physical Education 211.

223. Evaluation of Instruction in Sport **two hours**
The evaluative process pertinent to the instruction of sport activities are studied. Further emphasis is placed on the formation of objectives, construction, and selection of tests, computation of statistical scores, and appraisal of total program effectiveness.

232. Basic Aquatics **two hours**
The knowledge and skills necessary to become proficient and safe in or on the water are introduced.

233. Advanced Aquatics-Lifeguarding **two hours**
Basic and advanced swimming strokes are examined with an emphasis on achieving proficiency in lifeguarding techniques. Does not apply to Recreation Minor. Successful Completion for Red Cross Certification.

234. Individual and Dual Sports I **two hours**
Rules, boundaries, strategies and psychomotor skills characteristic of the sport forms are analyzed and applied to the following: golf, racquetball, handball, squash, and bowling.

235. Team Sports I **two hours**
Rules, boundaries, strategies and psychomotor skills characteristic of the sport forms are analyzed and applied to the following: basketball, flag football, baseball, and speedball.

236. Team Sports II **two hours**
Rules, boundaries, strategies and psychomotor skills characteristic of the sport forms are analyzed and applied to the following: volleyball, field hockey, softball, and soccer.

239. Individual and Dual Sports II **two hours**
Rules, boundaries, strategies, and psychomotor skills characteristic of the sport forms are analyzed and applied to the following: track and field, tennis, table tennis, and badminton.

240. Outdoor Leisure Activities **two hours**
Safety, knowledge, and skills specific to the area of outdoor leisure activities are analyzed and applied in the following: archery, horseshoes, hiking, backpacking, orienteering, camping, and others.

241. Gymnastics and Dance **two hours**
Safety, instructional strategies, and skill techniques characteristic of gymnastics and dance are analyzed and applied in basic tumbling, fundamental jazz and aerobic dance.

313. Biomechanics **three hours**
Biomechanics is the study and analysis of humans in motion, including the structures that are responsible for motion and the forces that influence human motion. PR: PE 211.

318. Sport Social Psychology **two hours**
Knowledge related to the social and psychological aspects of physical activity and sport is studied. PR: Sociology 110, Psychology 101.

320. Lifespan Motor Development **three hours**
The course will study changes in motor behavior over the lifespan and the processes which underlie these changes. Emphasis will be placed on current issues and research in motor development. PR: Physical Education 121.

323. Early Psychomotor Curriculum three hours
The analysis and application of instructional strategies, psychomotor skills and patterns characteristic to the elementary physical education curriculum are examined in the following areas: movement education, fundamental and manipulative skills, rhythmic activities, and sport lead-up games.

325. Psychomotor Analysis Lab three hours
Application and analysis of teaching models and evaluation techniques to a sport environment in order to facilitate affective, cognitive, social, and psychomotor learning outcomes are examined. Practical teaching experience in the psychomotor domain is provided. PR: Physical Education 323.

326. Early Psychomotor Development two hours
An analysis of the growth, development, and maturation of cognitive, psychomotor, affective and social sport behaviors of children is taught. Activities pertinent to early childhood experiences are explored.

342. Field Experience in Adapted Physical Education two-four hours
Field experience in working with institutions and organizations which provide services to the handicapped is provided. Variable credit is dependent upon the nature and duration of the field experience. PR: Physical Education 341.

343. Adapted Physical Education Activities two hours
Instructional strategies in modifying physical skills to meet the needs of the disabled are analyzed and applied in an activity lab setting.

353. Field Experience in Sport Coaching two-four hours
Field experience will be provided to involve the student as an intern coach in either an intercollegiate or interscholastic sport program.

354. Sports Officiating two hours
This course involves the technical and theoretical aspects of sport officiating. The first semester course will emphasize men's regulations common to the sport; the second semester will emphasize women's regulations common to the sport. Men and/or women may enroll. PR: Consent of instructor.

355. Scientific Foundations of Sport Coaching four hours
The student will examine basic human physiological adaptations that occur during participation in sport activities. Basic mechanical laws and principles and their application to the performance of sport activities will be examined.

356. Administration and Coaching of Sport three hours
Basic psychological, philosophical, and technical knowledge and their relationship to the coaching of sport activities will be studied. Further emphasis will be given to the principles and practices that are required in the planning, organization and administration of sport programs.

357. Medical-Legal Aspects of Sport Coaching two hours
Anatomical and physiological concepts related to the prevention and care of physical trauma which occur in sport activities are studied. Legal aspects of injury prevention and care as they are related to the sport programs are examined.

358. Techniques of Sport Coaching six hours
Sport skill techniques in combination with the theoretical aspects of sport coaching are presented. A field experience in sport coaching will be provided through an internship in two selected intercollegiate or interscholastic sports programs.

365. Activities in Outdoor Education one-three hours
Experience in outdoor education including backpacking, canoe-camping, rock climbing, and other activities is provided. Each weekend will be spent at a different location to develop a variety of outdoor educational skills.

366. Field Experience in Outdoor Education one-three hours
Extended outdoor educational experiences including Appalachian Trail, river canoe- camping trips, and others are provided. The course will be offered for variable credit which will vary according to the length of the experience. PR: Physical Education 365.

371. Principles of Athletic Training three hours
Basic competencies related to the controlling and managing of sport-related injuries, including presentations of prevention and treatment of these injuries are studied. PR: Physical Education 211 and 212.

372. Field Experience in Athletic Training two-four hours
Experiences in athletic training procedures and techniques with college and secondary school athletic teams are provided. Variable credit is dependent upon the nature and duration of the internship. PR: Physical Education 371.

399. Sport Management Internship three hours
This course is comprised of a directed internship in areas of specialization. Students will complete the internship in cooperation with a community agency or business, clinical, or other appropriate organization. Direct observation and on-the-job experience through active participation in ongoing programs will enable students to broaden their scope beyond the classroom.

400. Research Methodology three hours
Introductory course in the planning and implementation of research in the study of human performance. Course will consider the topics of variables and hypotheses, research designs, data collection, analysis, and interpretation. PR: All Physical Education required course work below 400 level.

410. Research Design Seminar three hours
Survey of research in the focus areas, e.g. historical, administrative, performance, motor development, philosophical, psychological, or sociological issues in the current literature in the study of human movement. Selection and design of a research project in one of the specific areas. PR: Physical Education 400.

431. Methods and Materials in Teaching Health and Physical Education three hours
Curriculum, materials, and techniques for teaching all grade levels of physical education and health are examined. Practical experience in the schools required. PR: Physical Education 325.

450. Advanced Sport one hour
This course is opened only to students with sufficient background in the techniques and methods of an indicated sport. Credit is not to be awarded until the student has attained junior standing and can be received only once during a student's academic career. This course cannot be used to fulfill the requirements in any degree program. (Elective credit only.)

Physical Science
(School of Science and Mathematics)

Physical Science is offered as a fulfillment of the General Education requirement and as an integral part of various science-oriented teaching fields.

100. Scientific Methodology **two hours**
One 1-hour lecture and one 2-hour laboratory per week. This course is a laboratory oriented course designed to emphasize the methods and processes which permeate all scientific disciplines. Students will be exposed to experiences in a variety of areas of the physical sciences. This course is required for all Secondary Education Majors seeking to fulfill their General Studies Science requirements by taking six hours of Physical Science.

101. Astronomy **two hours**
A descriptive survey of the planet earth, the solar system, and the universe. Some of the latest findings and theories about our universe are presented. Students cannot receive credit for this course if they already have credit for Physics 202, Astronomy.

102. Chemistry **two hours**
The study of the basic principles and concepts of chemistry. A study of the everyday applications of chemistry are made throughout the course. Students cannot receive credit for this course if they already have earned credit for Chemistry 101 or 102 or 103 or 105 or 106.

103. Geology **two hours**
The study of the materials of the earth's crust and the geological processes in and on the earth. A study is also made of the evolutionary processes of the earth. Students cannot receive credit for this course if they already have earned credit for Geology 101 or 102.

104. Physics **two hours**
A general survey course for the non-science major. Emphasis is placed on basic physics principles and their everyday applications rather than on mathematical problem solving. Students cannot receive credit for this course if they already have earned credit for Physics 101 or 102.

105. History of Physical Science **two hours**
The study of the development of the physical sciences through the twentieth century. The major scientific revolutions within the physical sciences and their structure are investigated
.

150. Scientific Problem Solving **three hours**
This course utilizes microcomputer and graphing calculator techniques for problem solving and data analysis. Included is a brief introduction on the use of software for organizing data and producing reports. Hands on use of the technical equipment is emphasized. The course consists of three one-hour sessions per week. PR: 1) Math 101 or 112 or co-enrolled, or 2) two units of high school algebra, one unit of high school geometry, and an ACT math score of at least 21.

199. Special Topics in Physical Science **one-twelve hours**
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

201. General Physical Science **three hours**
Two hours of lecture and one two-hour laboratory assignments. This course is designed to provide elementary education majors with basic concepts in astronomy and physics. For Elementary Education majors only.

202. General Physical Science **three hours**
Two hours of lecture and one two-hour laboratory assignment. This course is designed to provide the elementary education majors with the basic concepts of chemistry and geology. For Elementary Education majors only.

412. Science in the Elementary School **two hours**
This course is designed to prepare pre-service elementary school teachers to teach science in the elementary school. The students will develop and teach a science lesson to elementary school children in the Science Enrichment Program. They will become familiar with elementary science curriculum, science teaching resources, test construction, classroom management skills, and will develop an instructional unit. PR: Phys. Sci. 201 and 202 and Bio. 101 and 102 or 103. This course should be taken the semester prior to the I.P.P.

431. Methods and Materials in Teaching Science **three hours**
The course is designed for students preparing to teach science at the middle or secondary school level. Students will develop and teach a science lesson to junior high school children in the Science Enrichment Program. They will become familiar with science curriculum in the middle and secondary schools, science teaching resources, test construction, classroom management skills, and will develop an instruction unit. Offered only second semester of each year.

Physics
(School of Science and Mathematics)

101. Introduction to Physics **four hours**
A three-hour laboratory period each week supplements the three lecture-recitation periods. Elementary principles of mechanics, sound, and heat are studied in this course. PR: One year of high school physics or one year of high school trigonometry; or Math 101-102, or Math 115.

102. Introduction to Physics **four hours**
A continuation of Physics 101; includes a study of electricity and magnetism, light, and basic atomic and nuclear physics. PR: Physics 101. (Physics 105, 106 substitutes for Physics 101, 102 in all programs. Physics 105, 106 is calculus based and is a more appropriate level of study than Physics 101, 102 for science majors.)

105. Principles of Physics I **five hours**
Students are instructed in the elementary principles and calculus-based mathematical descriptions of matter and energy, including mechanics (linear and rotational motion, force, work and energy, harmonic motion), fluids, wave motion, and thermal physics. A three-hour lab period supplements a four-hour weekly lecture. PR: Math 185 or 190 or TEC 290, CR: Math 186 or 315 or TEC 300.

106. Principles of Physics II **five hours**
Students are instructed in the elementary principles and calculus-based mathematical descriptions of electricity and magnetism, light, optics, and modern physics. A three-hour lab period supplements the four-hour weekly lecture. PR: Physics 105, Math 186 or 315 or TEC 300.

199. Special Topics in Physics **one-twelve hours**
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

201. Demonstrations in Physics **two hours**
Effective use of everyday materials to illustrate physical phenomena, experience with a variety of lecture equipment, and practice in planning and executing demonstrations describe the nature of this course. It is designed to serve teachers in both the elementary and secondary schools. PR: Consent of the instructor is sufficient, but a course in one of the physical sciences is highly recommended.

202. Astronomy **three hours**
A study of the physical properties of the solar system, stars, and galaxies, including the concepts of motion, space and time. Occasional night sessions. PR: Physics 102 or 106.

310. Electricity and Electronics **four hours**
A review of elementary direct and alternating current theory and transient responses of electrical components. Basic theory of vacuum tubes, semiconductors, amplifiers principles, and logic circuits is introduced. Two hours of laboratory and three hours of lecture each week is required. PR: Physics 101, 102.

325. Advanced Physics I **four hours**
An in-depth, rigorous, calculus-based treatment of thermodynamics, mechanics (including Newtonian mechanics, one dimensional dynamics, oscillatory motion, vector analysis, central forces), and wave motion. A two-hour lab period supplements the three-hour weekly lecture. The lab component provides open-ended inquiry-based investigations along with greater responsibility for interpreting, utilizing, and communicating results in the classroom. PR: Physics 102 or 106 and Math 186 or 315 or TEC 300.

335. Advanced Physics II **four hours**
An in-depth, rigorous, calculus-based treatment of modern physics, including relativity, particle-wave duality, electromagnetic radiation, Schrödinger's wave equation, atomic theory, and nuclear physics. A two-hour lab period supplements the three-hour weekly lecture. The lab component provides open-ended inquiry-based investigations along with greater responsibility for interpreting, utilizing, and communicating results in the classroom. PR: Physics 102 or 106 and Math 186 or 315 or TEC 300.

340. Special Problems **two hours**
Individual studies by advanced students of problems of special interest in the field of physics. PR: Physics 101, 102; Math 116.

350. Mathematical Methods of Physics **three hours**
This course deals with the applications of vectors, vector algebra, vector analysis, differential calculus, integral calculus, and differential equations to problems in physics and related scientific fields. PR: Physics 101, 102; Math 115; or consent of instructor.

Political Science
(School of Social Science)

101. Introduction to Global Affairs **three hours**
A survey course focusing on the major global issues facing the world today, such as energy, environment, economy, food, population growth, technology and information, war, peace, and human rights.

103. American Government **three hours**
A survey of the American political system dealing with the form and function of the American federal system.

199. Special Topics in Political Science **one-twelve hours**
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

200. Introduction to Political Science **three hours**
A study of the fundamentals of politics and key issues; the concept of the state and its agent, government; types of political authority; the scope of governmental activities; the problem of world order.

201. Principles of International Relations **three hours**
A study designed to acquaint the student with the theory and practice of international relations.

203. Comparative Government **three hours**
A survey designed to give a broad general acquaintance with the political institutions and government practices of certain nations.

204. Introduction to Public Administration **three hours**
An introductory study of the origins, structures, and processes of government administration. PR: Political Science 103.

205. State and Local Government **three hours**
A study of the structure and function of American state and local governments. PR: Political Science 103.

206. Public Planning in Appalachia **three hours**
A study of federal-state relations, regional planning and development administration in West Virginia, the Appalachian Regional Commission, public program analysis and evaluation, and images and realities of public planning in West Virginia.

207. Public Budgeting and Government Finance **three hours**
A course analyzing the political, economic, and social aspects of budgeting with particular emphasis on the interrelatedness of each in West Virginia state and local government.

209. Special Topics **three hours**
A course allowing for an issue-oriented study of some germane matter in public administration that involves an extensive commitment to a single issue or policy area over the course of the semester.

240. Nonparametric Statistics **three hours**
This course introduces the student to the fundamental principles of descriptive and inferential statistics with an emphasis on the analysis of nominal and ordinal data. These areas include nonparametric tests of significance, scaling, coding, and a discussion of hypothesis construction. This course should be taken during the Sophomore year. (Credit in either Political Science or Sociology.) PR: Math 107 or 111 or 112 or 115 with a grade of "C" or better.

301. Comparative Public Administration **three hours**
Utilizing the techniques of comparative analysis, this course explores the theory and practice of public administration in various cultures and political systems; attention is centered on the practices of administration in American national, state, and local governmental settings.

303. Political Parties **three hours**
A study of the origins, growth, and development of American political parties. PR: Political Science 103.

304. American Constitutional Government and Law **three hours**

A study of the development interpretation and application of basic principles of constitutional law in the United States. The course will be concerned with the definition, extents, and limitations of governmental powers and rights of Americans. PR: Political Science 103.

305. American Political Theory **three hours**

A study of the political literature which has given expression to the ideas of individual liberty enjoyed by American citizens.

306. The American Presidency **three hours**

This course will introduce the student to the institution of the American presidency and will also be a comprehensive survey of the presidency. An attempt will be made to examine several aspects of the office and to expose the student to a variety of views about the presidency. PR: Political Science 103.

307. Congress and the Legislative Process **three hours**

This course introduces the student to the institution of the Congress and the legislative process. Topics include the internal processes and structure of Congress, Congress-constituent connections, and the institution's relationship with other branches and levels of government. PR: Political Science 103.

308. Public Personnel Administration **three hours**

An examination of public personnel administration with emphasis on such matters as the merit system, the historical development of the public service, staffing, training, classification, the rights and obligations of public employees, and the human relations aspects of public management.

310. Recent Political Theory **three hours**

An analysis of the development and theoretical foundations of three major ideologies of the nineteenth and twentieth centuries: Communism, Fascism, and Democracy.

321. U.S. Foreign Policy **three hours**

A study of U.S. foreign policy formulation and of policies by areas and functions. PR: 103.

340. Political Science Research Methods **three hours**

This course is designed to introduce the student to the methods of conducting replicable research in political science. Concepts introduced include research design, literature review, measurement criteria, data gathering, analysis, and validity. The course will consist of lectures and exercises in the classroom, library, and computer lab. PR: Political Science 240.

350. International Law and Organization **three hours**

A study of the structure and functions of international institutions and legal processes involved in the effort to maintain peace and security in the world.

360. Government and Politics of the Far East **three hours**

A study of political systems and developments in the countries of Communist and Nationalist China, South and North Korea, and Japan, with emphasis on Communist China, including such relevant aspects as the historical foundation, the economic problems, and the foreign policy of the state.

393. Future Global Crises **three hours**

A team-taught multi-disciplinary study of the future and its possible alternatives. Areas of concentration are subject to students' choice. (Credit in Technology or Psychology)

404. Civil Liberties in the U.S. **three hours**

A study of the nature and substance of civil liberties in the United States. The philosophy underlying the Bill of Rights will be analyzed and the development of each of the great freedoms protected therein, such as free speech, free press, and free religion among others, will be described and discussed. Particular attention will be given to how the Supreme Court has interpreted and applied the guarantees contained within the Bill of Rights in specific instances. PR: Political Science 103.

405. Terrorism **three hours**

A course designed to give the student an understanding of the problem of terrorism and political violence. The course will define terrorism; examine its origins, characteristics, nature and trends; analyze in detail various terrorist organizations, and address selected problems in the response to terrorism. (Credit in Political Science or Criminal Justice.)

406. International Problems **three hours**

The foreign policies of the nations and the machinery established and functioning for the peaceful adjustments of international differences.

410. Problems in American Government **three hours**

A study of current problems affecting the structure and function of American national government. PR: Political Science 103.411, 412,

413. Area Studies **three hours**

Studies of selected areas or regions of the world conducted on an interdisciplinary basis. The area selected and the time span studied will be determined by the instructor. PR: Consent of instructor if offered as an arranged class; no prerequisite required if class meets regularly.

450. Practicum **three-twelve hours**

A work internship in government or political agencies designed to give students pertinent experience in a particular field of political science. PR: Political Science 103, Consent of instructor.

470. Seminar in Political Science **three hours**

A survey of recent developments in the practice and theory of politics with an emphasis on independent study. PR: Consent of instructor.

Psychology
(School of Social Science)

General Program

101. Introduction to Psychology I **three hours**

A general overview of the science of psychology. Topics include: science methodology life-span psychology; personality theory; consciousness, stress, health and coping; learning theory; psychological disorders; biopsychology; sensation, cognition and memory; and social psychology.

199. Special Topics in Psychology **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

220. History and Systems of Psychology **three hours**

Traces the development of the science of psychology from its origins in philosophy, physiology, and medicine, to the modern era. PR: Psychology 101.

230. Social Psychology (Same as Sociology 230) **three hours**

A study of how man affects and is affected by others. Topics include: social psychological foundations of perception, affiliation, influence, group structure and dynamics, attitude formation and change. PR: Psychology 101.

240. Statistics **four hours**

Elementary statistical description and analysis as employed particularly in the behavioral sciences. Three hours lecture, one hour laboratory per week. PR: Psychology 101.

250. Community Psychology **three hours**

Lectures, discussion, readings, and field-observation designed to acquaint the student with the philosophy, technique, and theory of community mental health. PR: Psychology 101.

260. Industrial and Personnel Psychology **three hours**

Psychological concepts and methods as applied to personnel management, human- factors engineering; employee selection, motivation, training, productivity, consumer psychology, and human relations. PR: Psychology 101.

300. Abnormal Psychology **three hours**

A survey of the antecedents, diagnosis, treatment, and prevention, of various maladjustments and personality disturbances. PR: Psychology 101.

310. Experimental Psychology **three hours**

An introduction to the procedures of experimental research, design, and evaluation, using laboratory techniques. Two hours lecture, two hours laboratory weekly. PR: Psychology 101, 240.

320. Sensation and Perception **three hours**

An examination of the classical concepts in sensation and perception and of the resulting psycho-physical data for each of the major senses with an emphasis on vision and audition. Psychology and modern perceptual formulations are discussed through the analysis of empirical data. PR: Psychology 101, 102.

330. Developmental Psychology **three hours**

A longitudinal study of behavior change and development through the life span of the individual beginning at conception through the end of life. PR: Psychology 101.

340. Operant Techniques and Applications **three hours**

A detailed study of operant techniques and methodologies from the experimental laboratory to the community at large. Emphasis is placed on the development of skills in the observation, manipulation, and evaluation of various behavior control techniques in the light of ethical concerns. PR: Psychology 101, 102, or consent of instructor.

350. Biopsychology **three hours**

Basic development, structure, and function of the central nervous system, autonomic nervous system, and endocrine system. The emphasis is on the relationship between physiological functioning and the behavior of the intact organism. PR: Psychology 101.

360. Cognitive Psychology **three hours**

The study of the influences on and the processes of thinking, memory, perception, cognition, and verbal behavior, are emphasized. PR: Psychology 101, or consent of instructor.

370. Theories of Learning **three hours**

A study of the experimental procedures, data, and concepts dealing with changes in behavior usually defined as learning. The emphasis is on a detailed analysis of various theories of learning and contemporary approaches. PR: Psychology 101.

390. Foundations of Psychology **three hours**

A detailed study of the methodological and philosophical issues involved in the analysis of behavior. The objectives are to provide insight into the nature of applied scientific research to foster the ability to construct empirical hypotheses, to develop facility in designing experimental tests of hypotheses, to promote effective reading and evaluation of psychological research, and to encourage professional writing and speaking about psychological theory and experimentation. PR: Psychology 101 and 240.

393. Future Global Crises **three hours**

A team-taught multi-disciplinary study of the future and its possible alternatives. Areas of concentration are subject to students' choice. (Credit in Political Science or Technology)

400. Psychometrics **three hours**

General theory of measurement as involved in various areas of psychology such as psychological tests, attitude scales, psychophysics, and qualified behavior theory. PR: Psychology 101 and 240.

410. Theories of Personality **three hours**

Critical consideration of the major theories of personality, including Psychodynamic, Cognitive, Cognitive behavioral, Behavioral, Existential, Trait, Adlerian, and Gestalt Theory. The basis of personality theoretical development will also be emphasized. PR: Psychology 101.

420. Comparative-Ethological Psychology **three hours**

A study and comparison of the methods and major theories in ethology and psychology as related to the behavior of species at different phylogenetic levels. Through lectures, laboratory, and field observations, topics covered are behavior as related to species, speciation and evolution; imprinting, learning, the place of animal experimentation in psychology, and aspects related to population and ecology. PR: Psychology 101, 102 or consent of instructor.

460. Seminar **three hours**

The discussion of specific research topics as reported in contemporary psychological literature is emphasized in this particular course. This course is designed specifically to promote effective students' analytical thinking and presentation as it pertains to current research investigation. PR: Psychology 101. May be repeated once.

480. Directed Studies **one-three hours**

Intensive study and reading of a topic selected by the student and instructor. Requirements and hours credit decided before registration through instructor-student consultation. PR: Consent of instructor. (Six-hour limit.)

481. Industrial Psychology, Methods I **three hours**

Skills and understanding are developed in the areas of job analysis, performance appraisal, training, motivation, attitudes, job satisfaction, productivity, and consumer psychology. Some field work required. PR: 101, 102, 240, 260, or consent of instructor.

483. Industrial Psychology Methods II three hours
Skills and understanding are developed in the areas of: leadership, supervision, communication, organizational behavior, accidents and safety, fatigue, monotony, working conditions, and engineering psychology. Some field work required. PR: 481 or consent of instructor.

485. Advanced Psychometrics three hours
Topics concerned with personnel selection and placement, as well as a more advanced treatment of reliability and validity. Skills in these areas are developed. PR: 400 and consent of instructor.

487. Practicum I three hours

489. Practicum II three hours
These Practica afford an application of knowledge and techniques developed within the Industrial-Personnel Program. Students work under supervision in participating businesses, industries, and institutions. The remaining time is spent in lectures, discussion, and reading to enhance the student's training. PR: Courses in Industrial-Personnel Program and consent of instructor.

490. Directed Research one-three hours
Opportunity for work on individual library or experimental projects. Requirements, including a thesis, and hours credit decided before registration through instructor-student consultation. PR: Consent of instructor. (Six-hour limit.)
additional information on the availability of Technical Studies Degrees and specific requirements, contact the Community and Technical College Office.

491. Psychopathology of Childhood and Adolescence three hours
Problems of etiology, diagnosis and treatment of maladjustment in childhood and adolescence. Problems like drug addiction, juvenile delinquency are analyzed and discussed. PR: Psychology 300, 330, or consent of instructor.

493. The Psychology of Aging three hours
A study of problems facing the aging. The psychological, social, and physiological aspects of aging and methods of treatment are analyzed and discussed. PR: Psychology 330, or consent of instructor.

494. Interpersonal Dynamics three hours
The main objective of the course is to develop techniques and basic skills required for effective operation in a psychological setting, which include: interviewing, role-playing, and facilitating dyadic and small "dynamics centered" group interaction. Further, these diagnostic and therapeutic methods are experienced and discussed in terms of various psychological theories of communication. PR: Speech Communication 100, courses in Community Service or Industrial-Personnel, and consent of instructor.

495. The Psychology of Delinquency three hours
Factors in the etiology of the delinquent in the modern society with special emphasis on the urban scene. Personality and emotional problems associated with delinquency, and problems of treatment. Students visit persons and institutions serving juvenile delinquents. PR: 300, 330, or consent of instructor.

497. Clinical Practicum I three hours

498. Clinical Practicum II three hours
An application of knowledge and techniques developed within the psychology program. Students work under supervision in assigned agencies or institutions. Other practicum assignments are made as available. The remainder of time is spent in lectures, discussion, and reading to enhance the student's training. PR: Courses in Community Service Program and consent of instructor.

Recreation
(School of Education/Health and Human Performance)

141. Introduction to Recreation three hours
The historical and philosophical foundations of leisure and recreation are introduced. Knowledge needed to develop concepts concerning recreation, the socio-economic movement affecting the growth and development of recreation, the economic services and the various areas of facilities used in recreation will be investigated.

142. Social Recreation three hours
This course is designed to present material and information necessary to adequately conduct social recreation in clubs, churches, campus, playgrounds, and recreation centers. Students will be involved with planning, programming, and conducting social recreational activities.

143. Outdoor Recreation three hours
The history and development of outdoor recreation, conservation and organized camping are examined. Opportunities are provided to learn camp craft and leadership skills and techniques through field trips and outings.

144. Group Leadership three hours
Information concerning human dynamics, leadership abilities, and the identification of group types is presented. Students will obtain practical knowledge of group situations and the principles necessary for effective leadership. Opportunities for observation of recreation leaders will be provided. PR: Recreation 141.

145. Program Planning and Organization three hours
The underlying principles for effective recreation planning are presented. Attention is given to the variety of programs associated with recreation and the interests of the participants. Information is presented concerning methods of planning, organization, leadership, facilities and equipment. PR: Recreation 141.

146. Folk and Square Dance two hours
The history and development of folk and square dancing are surveyed. The student will learn the necessary skills for participation and teaching a wide variety of dances. Appropriate dance activities within various recreational settings will be investigated.

153. Seminar in Outdoor Recreation two hours
An advanced experience in the organization and presentation of various outdoor programs is provided. Participation includes a number of weekend and extended outdoor experiences plus field studies in area outdoor facilities. PR: Recreation 143.

154. Recreation Field Work I two hours
The student will become acquainted with the nature and diversity of available recreation programs and services available. The student will be assigned to recreational settings distinctly different in philosophy, organizational structure, and clientele served.

155. Recreation Field Work II two hours
The sequence of field work courses is developmental. Progress develops from a dependent position to an interdependent position.

199. Special Topics in Recreation one-twelve hours
Special selected topics will be studied. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

300. Intramural Administration **three hours**

Administrative experience in directing and supervising institutional physical recreational programs is provided. The course will be offered both semesters on an arranged basis. PR: Junior standing or consent of instructor. (The course cannot replace or be used in the fulfillment of other program requirements.)

301. Day Camp Administration **three hours**

Administrative experiences in directing and supervising summer day camp programs (Falcon Camp) are provided. This course will be offered on an arranged basis during the first and second summer sessions only. PR: Junior standing or consent of instructor.

Safety Education
(School of Education/Health and Human Performance)

199. Special Topics in Safety **one-twelve hours**

Special topics will be selected. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free elective credits in degree and certificate programs.

200. Accident Analysis and Emergency Care **two hours**

Problematic areas of accident causation, prevention, emergency treatment and control pertinent to the elementary school environment and teacher responsibilities are analyzed. (Required: Elementary Education.)

Social Science
(School of Social Science)

199. Special Topics in Social Science **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

101. Introduction to Intelligence Research **three hours**

This course will integrate lecture and applications designed to develop basic skills in writing, research, analytical and presentation skills. The course will include lectures, discussions, and computer and research design projects.

200. Field Experience in I/RA **three hours**

A supervised professional study conducted in the Intelligence Research Analysis field setting. PR: Permission of the Instructor.

431. Methods and Materials of Teaching Social Studies **three hours**

Theory and practice in secondary school social studies. Students participate in laboratory exercises using various techniques of teaching social studies teaching and its various disciplines. Each student is also required to plan and teach at least one micro-unit. Fall semester only.

498. Interdisciplinary Seminar **three hours**

Identification and synthesis of major concepts in the fields of geography, history, political science, psychology, sociology and economics. No prerequisites for History Majors. PR: for teaching degree candidates: History 107, 108, 111, 112, 113, 302, 319, 341; Geography 210; Political Science 103; Sociology 110, 301; Economics 200 and/or consent of the instructor. Fall semester only.

Sociology
(School of Social Science)

110. Introductory Sociology **three hours**

The course is built around selected sociological concepts to provide a general understanding of our modern society.

111. Introduction to Anthropology **three hours**

This course is a survey of anthropology including both prehistoric and traditional peoples and cultures.

199. Special Topics in Sociology **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits will be applicable as free electives in degree and certificate programs.

200. Social Problems **three hours**

A study of social stresses and strains in important areas of human relationships. PR: Soc. 110.

201. Principles of International Relations **three hours**

A study designed to acquaint the student with the theory and practice of international relations.

210. Introduction to Contemporary Human Services **three hours**

This is a study of the human service field. The course will include historical and theoretical perspectives, target populations and services, workers and careers, and current issues and proposed solutions.

230. Social Psychology **three hours**

A study of social structure and social interaction. Techniques of leadership and control will receive special study. PR: Soc. 110. Psychology 101 or Education 302 and 303 recommended. Same course as Psychology 230.

240. Nonparametric Statistics **three hours**

Introduces the student to the fundamental principles of descriptive and inferential statistics with an emphasis on the analysis of nominal and ordinal data. These areas include non-parametric tests of significance, scaling, coding, and a discussion of hypothesis construction. This course should be taken during the sophomore year. (Credit in either Political Science or Sociology.) PR: Math 107 or 111 or 112 or 115 with a grade of "C" or better.

300. Human Behavior and Social Environment **three hours**

A study will be made of biological, cultural psychological, and social aspects of human behavior. This course will emphasize how these aspects are integrated, especially in the context of children and family systems.

301. Ethnology **three hours**

A study of human biological and social origins, including human prehistory, race, the origin and nature of culture, social organizations among preliterate peoples, cultural diffusion, and culture change. PR: Soc. 110 or 111.

302. Intervention Skills in Human Service Practice **three hours**

An assessment will be made of client system needs as well as a systematic study of problems, intervention strategies, and outcome goals. Student awareness of the different sizes and types of client systems will be emphasized.

310. Sociology of the Family **three hours**

A study of the background, structure and function of the American family with emphasis placed on the effect of social change upon the family. The meaning of the paired relationship is examined along with alternatives to marriage and the family. PR: Soc. 110.

325. Social Stratification **three hours**

The course includes an analysis of social structure and stratification in terms of class, status, and power relations in society; an examination of theories and research findings.

340. Juvenile Delinquency **three hours**

A study of what society defines as delinquent behavior and of the young people designated as delinquents. Emphasis will be placed on the causes of delinquency and on the various techniques and methods of prevention, treatment, and rehabilitation. PR: Soc. 110, 200.

360. Methods of Social Research **three hours**

This course is an introduction to the planning and implementation of social research projects. The course will consider the topics of variables and hypotheses, flowcharts, tables, questionnaires, coding instructions and data sheets, machine processing, and survey analysis of the data. PR: 110 and 240.

380. Afro-American History and Culture **three hours**

A multi-disciplinary approach to the Negro in American life beginning with African civilization and covering the period up to and including the American Civil War. (Credit in History or Sociology.)

381. Blacks in America: 1865 to the Present **three hours**

An in-depth study of the history and culture of the Black Man in the United States from 1865 to present. (Credit in History or Sociology.)

400. Policy and Planning in Human Services **three hours**

This course involves a study of the policy making process, which includes problem analysis, program design, implementation, and feedback. The substantive issues concerning equality will be addressed throughout the semester.

410. Industrial Sociology **three hours**

A study of the organization, structure, function and social relationship found in the various areas of industrial activity in American society. The area of industrial relations will receive special emphasis. PR: Soc. 110.

430. Community Organization **three hours**

A study of the structure and function of the various social groupings found in the community. The course is oriented toward the development of community leadership talent. PR: Soc. 110, 200.

450. Minority Groups **three hours**

A study of racial and cultural minority groups in the United States with special emphasis upon understanding the cause of their persistence and the reason for majority- minority antagonisms. A study of the techniques whereby prejudices are developed and reduced will be made. PR: Soc. 110, 200.

461. Advanced Methodology **three hours**

This course will critically interrelate and compare the various stages of social research such as conceptualization of hypothesis, measurement, experimental design, sampling, data collection, data analysis, and data interpretation. Within this format, various special topics will be developed depending upon the available resources. PR: Soc. 460 or consent of the instructor.

470. Sociological Theory **three hours**

A study of the historical development of modern sociological thought. PR: 360.

471. Advanced Sociological Theory: A Critical Review **three hours**

An intensive study and critical examination of certain selected sociological theorists and the ways in which they differ and are similar. PR: Sociology 470 or consent.

485. Practicum **six hours**

An examination will be made of the human service agency through an educationally directed, supervised field experience. PR: Consent.

490. Seminar: Sociological Literature **three hours**

A course designed to use original sources and publications not primarily used as texts. PR: Soc. 470 or consent of instructor.

491. Seminar: Sociological Literature **one to three hours**

A course designed to use original sources and publications not primarily used as texts. PR: 490 or consent.

492. Seminar: Sociological Literature **one to three hours**

A course designed to use original sources and publications not primarily used as texts. PR: 490 or consent.

497. Seminar: Special Problems in Sociology **one to three hours**

Open only for juniors and seniors majoring in Sociology. Reading and research on subjects suited to the student's needs. PR: 470 or consent.

498. Seminar: Special Problems in Sociology **one to three hours**

Open only for juniors and seniors majoring in Sociology. Reading and research on subjects suited to the student's needs. PR: 470 or consent.

499. Seminar: Special Problems in Sociology **three hours**

Open only for juniors and seniors majoring in Sociology. Reading and research on subjects suited to the student's needs. PR: Soc. 470 or consent of instructor.

Spanish
(School of Language and Literature)

101. Elementary Spanish I **three hours**

Spanish 101 is for the student with little no prior experience with Spanish. Students in Spanish 101 will practice Spanish pronunciation and will learn basic grammar as they develop skills in reading, writing, speaking and understanding. Students will develop communicative skills in situations related to everyday living, both at home and in the workplace. Students having had two years or more of high school Spanish should register for Spanish 102.

102. Elementary Spanish II **three hours**

Spanish 102 is a continuation of Spanish 101. Students expand their skills and knowledge of grammar while reading, writing, and speaking, and building a broad vocabulary base. Students will develop communicative skills in situations related to everyday living, both at home and in the workplace. PR: Spanish 101 or equivalent.

199. Special Topics **three hours**

Studies in selected topics. The topic will be determined by the instructor and approved by the School's Chairperson. Credits earned will be applicable as free electives in degree and certificate programs.

200. Language Through Video **three hours**

Destinos is a video-based course designed to maximize the student's exposure to the target language. Students independently watch *Destinos* and later are tested on their comprehension of the material watched . PR: Spanish 102 and Consent of Instructor.

201. Intermediate Spanish I **three hours**

The students integrate the grammar studied and the skills acquired in Spanish 101 and 102, as well as becoming familiar with more sophisticated grammatical structures. Students will focus on reading, writing, and communicative skills in situations related to everyday living, both at home and in the workplace. PR: Spanish 102 or equivalent. Offered every other semester.

202. Intermediate Spanish II **three hours**

Students in Spanish 202 will review Spanish grammar and augment their vocabularies by the study and discussion of written works (short stories, poems, news articles, and essays). Emphasis is put upon developing the student's conversational skills through class discussion and debate. PR: Spanish 201 or equivalent.

250. Spanish For the Medical Professions **three hours**

This course is designed to enable the student to effectively manage the fundamentals of medical terminology in Spanish. PR: Spanish 102. Offered per demand.

251. Spanish For Criminal Justice **three hours**

This course is designed to enable the student to effectively manage the fundamentals of law enforcement terminology in Spanish. PR: Spanish 102. Offered per demand.

252. Spanish For a World Economy **three hours**

This course is designed to enable the student to effectively manage the fundamentals of Business terminology in Spanish. PR: Spanish 102. Offered per demand.

300. Undergraduate Student Exchange **three-six hours**

Any student who participates in an exchange program which is approved by his/her advisor may receive three-six credit hours depending upon the type of program and its duration. PR: Spanish 102 and Consent of Instructor.

301. Spanish Composition and Conversation I **three hours**

Spanish 301 is designed to improve skills in oral and written expression. PR. Spanish 202.

302. Spanish Composition and Conversation II **three hours**

This course is a continuation of Spanish. 301 with an ever-increasing emphasis on communicative skills relevant to a wide variety of cultural contexts. PR: Spanish 202.

310. Spanish Civilization and Culture **three hours**

The students will study the history, civilization, and culture of Spain through extensive reading, videos, writing, and class discussion. PR: Spanish 301 or 302.

320. Latin American Civilization and Culture **three hours**

The students will study the history, civilization, and culture of Latin America through extensive reading, videos, writing, and class discussion. PR: Spanish 301 or 302. Offered every other semester.

350. History of the Spanish Language **three hours**

This class is an introduction to the historical development of the Spanish language-lexicon, morphology, and phonology-for the student with little or no previous background in linguistics. PR: Spanish 301 or 302. Offered per demand.

400. Survey of Latin American Literature **three hours**

This class treats the major movements in Latin American literatures from Pre-Colombian times until the present. Students will be exposed to the major genres (poetry, narrative, essay, and theater) through extensive reading and will become familiar with the greatest writers of Hispanic literature. PR: Spanish 301 or 302. Offered every other year.

401. Survey of Peninsular Literature **three hours**

This class treats the major movements in Peninsular literatures from the Spanish Middle Ages until the present. Students will be exposed to the major genres (poetry, narrative, essay, and theater) through extensive reading and will become familiar with the greatest writers of Spanish literature. PR: Spanish 301 or 302. Offered every other year.

402. Independent Study **three-six hours**

Students may participate in a variety of programs designed to help them attain a higher level of fluency and a greater understanding of Hispanic culture. PR: Spanish 400 or 401 and Consent of Instructor.

418. US Hispanic Cultures & Literature **three hours**

This course studies the history of the Hispanic presence in the US, its influence upon contemporary US culture, society, and economy, and the politics of language. Materials studied include newspaper articles, essays, films and plays. PR: Spanish 310 or 320. Offered per demand.

431 . Methods: Second Language Acquisition in the Classroom **three hours**

(Taught in English.) In this class, Foreign Language teaching majors will study the methodology of second language acquisition and its application in the classroom, familiarize themselves with national foreign language instruction standards, design lesson plans, teach mini-lessons, participate in peer evaluation, and become familiar with the latest pedagogical technologies available. PR: Spanish 400 or 401 and Consent of Instructor. Offered per demand.

Speech Communication
(School of Fine Arts)

100. Introduction to Speech Communication **three hours**

Examines the theoretical foundations of speech communication through definitional analysis and examination of communication models, code elements, and ethical considerations pertinent to communication in our society. The course provides the opportunity for each student to participate in interpersonal and public speaking presentations to develop his/her skills in interacting with others in both the personal and professional arenas. This course is required of all B.A. and B.S. degree candidates.

103. Listening Skills **one hour**

This course focuses on the foundation techniques-behavioral, attitudinal and cognitive-which are used in effective listening. The course will examine also what is known about listening. Exercises designed to improve listening techniques and skill are included.

105. Voice and Diction **three hours**

Theory and practice of speech science to provide basic information prerequisite to further speech and drama study and to improve the skills of the speaking voice. Open to speech communication and theatre students and music students only. Offered fall semesters.

107. Speech Improvement **three hours**

Designed for students who wish to improve the effectiveness of their speech (voice and diction). Training in pronunciation, enunciation, and voice production in order to develop standard speech. Therapy for major speech disorders is not administered. May not be substituted for Speech 105 requirement. Offered spring semesters.

152. Basic Speech and Hearing Science **three hours**

An introduction to the scientific basis for speech and hearing. Taught on demand.

153. Phonetics **three hours**

A study of the phonetic characteristics in normal and deviant speech production. Taught on demand.

154. Anatomy of the Speech and Hearing Mechanism **three hours**

A study of the anatomy and physiology of the human speech mechanism, the human auditory mechanism, and the human nervous system. Taught on demand.

170. Broadcast Production Processes **three hours**

An introduction to the theory and practice of basic radio and television production operations; audio and video student operations; audio/video tape duplication procedures; fundamental closed-circuit television operations; and recording procedures for single camera recording. PR to Speech 271, 272, 278, 371, 379. Taught on demand.

171. Introduction to Broadcasting **two hours**

Survey of the industry and its role in today's society. Historical development and current responsibilities of broadcasting. Organization of stations and their relation to networks. Federal regulations and industry codes. Technical aspects of radio and television. Brief consideration of programming and production techniques. Field trips to area commercial and educational stations. Fall Semester.

173. Radio/Television Production **four hours**

The class is designed to involve the student in the production of broadcast exercises designed to simulate actual production requirements found in most entry level positions. Taught on demand.

199. Special Topics in Speech Communication **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs. Maximum credit-3 hrs. per semester.

215. Nonverbal Communication **two hours**

A course in the non-verbal component of speech communication, which will examine the human body as a message carrier; the message characteristics of space, time, and artifacts; and finally, the functions of non-verbal communication as it affects first impressions, relational communication, and interaction. Spring semester. PR: Speech Communication 100.

219. Language in Speech Communication **three hours**

A study of verbal coding for communication. Focuses upon the function of language in oral communication, theories of oral language acquisition and behavior and the special problems involved in oral language coding for audiences. PR: Speech Communication 100. Spring semester of even numbered years.

231. Small Group Communication **three hours**

A study of communication in a small group context with emphasis on the processes of role emergence and decision-making in the task oriented group. Group cohesiveness, roles, group acculturation, leadership emergence, and the small group in organizations are among the topics studied. Spring semester. PR: Speech Communication 100.

235. Interpersonal Communication **three hours**

A study of communication in dyadic settings with an emphasis on increasing awareness and understanding of the theories, concepts and principles related to human interaction. Focus is placed on improving skills in interpersonal communication. Fall Semester. PR: Speech Communication 100.

241. Argumentation and Debate **three hours**

A study of the principles of argumentation, logic and reasoning, evidence and decision-making. A practical application of these principles is emphasized through the study of current controversies and oral class debates. Fall semester. PR: Speech Communication 100.

249. Intercollegiate Debate I-IV **one-four hours**

Training for and participation in intercollegiate debate tournaments at colleges and universities throughout the eastern United States. Credit is also given for researching the intercollegiate debate proposition for the current academic year. Maximum credit in any one semester is one hour. Open to freshmen and sophomores. Juniors and seniors see Speech Communication 449. PR: Speech Communication 241 or consent.

270. Radio/Television Announcing **three hours**

Study and practice of major aspects of various announcing cycles, along with routine procedures in logging programs, EBS regulations, air-checks, etc. Requires two hours per week outside class practice time. PR: Speech 173 and/or consent. Spring semester.

271. Broadcast Practicum **two hours**

Designed to provide laboratory experience in black and white and color television production, and monaural audio production. Students participate in production for on and off campus dissemination. PR: Speech Communication 170.

272. Broadcast Practicum **two hours**

A continuation of 271.

303. Listening: Theory and Practice **three hours**

This course is designed to provide extensive knowledge and background in the communication skill of listening. The course will focus on the various component techniques of listening including such elements as attention, reception, comprehension, memory, feedback and note-taking as well as special applications of listening. Special attention will be paid to exercises for teaching listening. PR: Speech Communication 103 or consent. Taught fall semesters of even numbered years.

337. Persuasive Communication **two hours**

A study of the speaker, audience, and environmental factors influencing the persuasive process. Designed to give advanced speech students training in the preparation, presentation, and critical analysis of persuasive speeches. Fall Semester. PR: Speech Communication 100 and 241.

345. Oratory **one hour**

Study of origin, historical influences, and changing nature of oratory. Practice in development of persuasive manuscript speeches for competition. PR: Speech Communication 337. Spring Semester.

361. Speaking for Business and Professionals **three hours**

A study of the special interpersonal and public communication demands on business and professional persons. Focuses on preparation and practice in interviewing, selling, training employees and facilitating internal communication in community, business and professional organizations. Spring semester of odd numbered years. PR: Speech Communication 100.

369. Communication in Organizations **three hours**

This course will study the nature of communication in organizations and the skills necessary to communicate effectively in the organizational setting. This course will cover the organization as a communication system, the formal and informal systems, serial communication, networks, alternative communication systems, interpersonal and organizational communication skills, and communication problems and strategies in organizations. Spring semester of even numbered years. PR: Speech Communication 100.

421. Extemporaneous Speaking **one hour**

Study of origin, aim and development of extemporaneous speeches. Preparation for competition. Spring semester. PR: Speech Communication 241 and 337.

431. Methods and Materials in Teaching Speech Communication and Theatre **three hours**

Philosophy, methods, and materials of teaching speech communication and theatre as well as directing the speech communication and theatre co-curricular and extra-curricular activities in the secondary schools. Fulfills Professional Block requirement for those with a single teaching field in oral communication. Fall Semester.

439. Public Speaking Practicum I-VIII **one-eight hours**

Preparation for and participation in public performances and intercollegiate competitions and festivals in public speaking, i.e., after-dinner, extemporaneous, oratory, etc. maximum credit in any semester is one hour. PR: Speech Communication 241 and 337.

449. Intercollegiate Debate I-IV **one-four hours**

Training for and participation in intercollegiate debate tournaments at colleges and universities throughout the eastern United States. Credit is also given for researching the intercollegiate debate proposition for the current academic year. Maximum credit in any one semester is one hour. Open to juniors and seniors. Freshmen and sophomores see Speech Communication 249. PR: Speech Communication 241 or consent.

459. Speech Correction **three hours**

An introduction to the field of speech pathology and audiology. Study of normal speech and language development and the major classifications of speech, language and hearing disorders. Fall semester and summer term.

469. Seminar in Ethical and Legal Issues of Communication **three hours**

The course will investigate the thinking of ethical philosophers such as Socrates, Plato, Quintillian, Bacon, Mills, Toulmin, Burke, et al. to explore the issue of ethical communication. Topics such as lying and deception, communicator responsibility for message effects, persuasion, manipulation and propaganda will be discussed. The course will continue through a study of the legal issues of communication in the United States beginning with the First Amendment to the Constitution and considering topics such as protected and unprotected speech, censorship, regulation of time, place and manner of speaking, defamation and the regulation of the broadcast media. Fall semester of odd numbered years.

491. Directed Study in Speech Communication **one-four hours**

The students elect directed study in any area of speech communication which is not treated in the speech course offerings. Course is designed by the student and selected faculty with approval of School's chairman. Maximum credit earned in any one semester is one credit hour. PR: Consent of instructor.

Technology
(School of Technology)

Refer to the Fairmont State Community and Technical College Courses of Instruction for course descriptions in Aviation and Avionics programs.

TEC 100. Technology and Society **three hours**

An analysis of the historical development of man and technology as antecedents of the technological society. Students will interact with the domains of technology through problem solving applications of engineering problems.

TEC 101. Introduction to Technology **three hours**

This course is intended as a survey of the discipline of technology. The goal of the course is for the student to develop some measure of technological literacy and an understanding of the uniqueness of technology in human endeavors. Instruction will consist of lectures, media presentations, discussions, field trips, and class activities.

TEC 104. Technology Design & Problem Solving **three hours**

This course provides incoming students with prerequisite knowledge and skills for required technology systems classes that follow. Students will study 1) philosophy, rationale, and current curriculum trends in Technology Education, 2) basic design/drafting techniques, 3) laboratory and machine tool safety practices, and 4) design and problem solving processes used in Technological career fields. Class methodology will include both lecture and applied experiences with tools, equipment, and processes of technology.

TEC 150. Control Technology **three hours**

Control technology is a course that addresses mechanical, fluid, electrical, electronic and computer instrumentation used to regulate technical products and systems. Students will develop knowledge and skills of common control related components/devices and apply them to the solution of practical problems found in typical technology education settings. CR: Math 101.

TEC 199. Special Topics **one-three hours**

A study of special topics of educational, technical, or industrial concern. PR: Consent.

TEC 202. Transportation I four hours

A study of the means by which mass is moved from one point to another. This will be achieved by studying the propulsion, guidance, control, suspension, structure, and support elements of a wide variety of transportation subsystems. PR: None.

TEC 203. Manufacturing I four hours

This course deals with an introduction to the inputs, processes, and outputs of the manufacturing system. The methodology of the course will involve students with selected Research [Development and Production processes of the Manufacturing system. More specifically, each student will design and engineer a middle school or high school level product. They will then perform selected production planning, plant engineering, and quality control activities to prepare their product for mass-production. The results of these Research & Development and Production activities will be developed into camera ready copy production packets. Finally, each student will set up a production line for the class to mass-produce a limited number of their products, using jigs, fixtures, and/or other mass-production related tooling. PR: IS 100, MFG 100, TEC 104.

TEC 204. Construction I four hours

This first course in construction is designed to acquaint students with the impacts of construction on society, basic concepts of architectural design, construction accouterment (materials, tools, and equipment), specifications and contracts, and processes involved in residential construction. Students will complete an historic timeline of construction and will deliver an oral presentation on a specific residential construction topic. Students will perform several traditional construction activities such as: materials testing, card structures, and a building a residential model. They will also complete an activity where they will study the impacts of construction on society. PR: TEC 104, MFG 100.

TEC 250. History of Technology three hours

A survey course from prehistorical tool-making to atomic energy and computers in the twentieth century. Credit in history or technical education. PR: None.

TEC 290. Engineering Analysis I four hours

Technical problem solution utilizing analytical geometry and calculus. Topics include: curvilinear motion, related rates, curve sketching, maximal and minimal problems; areas, volumes, centroids, and moments of inertia by integration. PR: Sophomore standing. Math 101 and 102 with a final grade of "C" or better in each course and at least nine credits of technology courses.

TEC 299. Special Topics one-three hours

A study of special topics of educational, technical, or industrial concern. PR: Consent.

TEC 300. Engineering Analysis II four hours

A continuation of the study of problem solving procedures utilizing calculus. Topics include: transcendental functions, partial derivative, double integration; methods of curve fitting; series expansion; differential equations. PR: TEC 290 with a final grade of "C" or better.

TEC 301. Communication four hours

This is a study of the technical means by which man communicates. The emphasis will be on electronic and graphic forms of communication. The social/cultural aspects of communication will be studied as well as the technical components. The course will be general education in nature and the immediate audience will be prospective junior and senior high school industrial arts teachers. PR: IS 100, MFG 100, TEC 104 and 150.

TEC 302. Manufacturing II four hours

This course deals with the analysis of the inputs, processes, and outputs of the manufacturing system. The methodology of this class is to simulate the organization and operation of a manufacturing corporation. Students will elect a board of directors, a company president, and organize departments in research and development, industrial relations, finance, production, and marketing. The class will design and engineer a college level product, plan for mass-production of the product, finance the production of the product through common stock sales or other financial means, mass-produce the product, and market the product in the school or local community. PR: TEC 203 and 150.

TEC 303. Transportation II four hours

A study of the means by which mass is moved from one point to another. This will be achieved by studying the environments system elements, and social/cultural aspects of the transportation system-past, present and future. It shall be general education in nature and the immediate audience will be prospective junior and senior high school industrial art teachers. PR: TEC 150, TEC 202 or consent. (Technology Education Single Teaching Emphasis Students Only.)

TEC 304. Construction II four hours

This course deals with an analysis of the inputs, processes, and outputs of the construction system. The methodology of this course will involve students with selected structural design and analysis, and structural production processes which are used by humans to construct building structures, non-building structures (bridges, tunnels, dams, etc.) and transportation structures/surfaces. This course is designed to provide teacher education majors with an overall view of the construction system that can be applied to middle school and high school classroom situations. The primary methodology in this course is structural model building and testing. PR: TEC 150, TEC 204 or consent (TE Single Teaching Emphasis Enrollees Only)

TEC 310. Man and Technology three hours

A historical study of man and technology as a basis for the development of contemporary philosophical systems. PR: Junior standing.

TEC 331. Organization and Administration of Technology Education four hours

This course is designed to prepare the pre-service technology education teacher to effectively organize and manage a technology education classroom and laboratory. Emphasis is placed on safety system design, discipline planning, laboratory organization and management, requisitioning/supplies/equipment, machine maintenance and facility design. Also included are topics relating to curriculum trends, Technology Student Association (TSA) and public relations. CR: TEC 301, 302, 303, and 304.

TEC 393. Future Global Crises three hours

A team-taught multi-disciplinary study of the future and its possible alternatives. Areas of concentration are subject to students' choice. (Credit in Political Science or Psychology) PR: Junior standing.

TEC 399. Special Topics one-three hours

A study of special topics of educational, technical or industrial concern. PR: Consent.

TEC 400. Work Experience Seminar four hours

A functional analysis of industrial organization and management, and the implementation of these concepts toward the initiation of a new industry. PR: Technology sophomore standing or consent.

TEC 401. Work Experience Laboratory eight hours

On the job work experience including employer evaluation.

TEC 431. Methods and Materials for Teaching Technology Education **three hours**

This course is designed to prepare the pre-service technology education teacher to effectively teach the range of students in grades five through twelve in the public schools. Emphasis is placed on designing a unit of instruction in one of the four technology education system areas. The primary assignment is the preparation of a course unit of study that will include the following topics: a rationale, course/unit planning, lesson planning, instructional objectives, instructional strategies, and student evaluation/grading. PR EDUC. 303, TEC. 204, TEC. 301, TEC. 302, TEC. 303, TEC. 331.

TEC 499. Special Topics **one-three hours**

A study of special topics of educational, technical, or industrial concern. PR: Consent.

Architecture

ARC 130. Architectural History I **three hours**

This course covers architectural history from prehistoric times through the Gothic period. The emphasis in this course will be on the historical, social, and technological factors behind the structures.

ARC 160. Architectural History II **three hours**

This course is a continuation of architectural history from the Renaissance period to the present. The emphasis in this course will be on the historical, social, and technological factors behind the structures. PR: ARC 130.

ARC 200. Graphics **three hours**

This course is an introduction to architectural presentation drawings. The course emphasizes rendering techniques and perspective drawing. PR: DRF 100 or two years of High School Drafting.

ARC 210. Design I **four hours**

Introduction to developing design methodology and subsequently integrating these concepts into the process of design. Topics covered include form studies and theory, and incorporating these into the design of architectural elements. Introduction of sketching, graphic and modeling skills to communicate design concepts. Emphasis on developing the presentation skills of the student. PR: ARC 160, ART 111, Arch. Dwg. elective.

ARC 225. Architectural CADD **three hours**

Introduction to computer aided drafting and design. Material will include an introduction to the basic drawing processes of the computer and subsequent application to design solutions in architecture. PR: CS 101.

ARC 250. Design II **four hours**

Continuation of design methodology as applicable to the design of simple structures. Emphasis on tectonics as well as the nature of materials and the site. Further development of sketching, graphic and modeling skills as students learn to understand, interpret, and represent spaces, as well as further development of presentations skills. A first-year design portfolio will be developed. PR: ARC 210.

ARC 300. Design III **four hours**

This class encompasses the investigation, synthesis, and communication of characteristics of the built environment. Material covered includes programming of a building with respect to function, user, and site; and exploration of energy conservation and solar application. Students will develop a more advanced level of design, graphic skills, and three-dimensional modeling. PR: ARC 250, 1st Year Portfolio, CR: ARC 320.

ARC 310. Construction Details and Materials **four hours**

This course is a comprehensive exploration of materials, structural systems, and details in the context of commercial building design. Students will produce a set of working drawings for an architectural office setting. PR: ARC 350, CIV 220, CR: ARC 450. PR: Baccalaureate Majors Only.

ARC 320. Site Planning **three hours**

This course covers analyzing a site and optimizing the relationship of a building to its site, taking into account the buildings program and the natural environment. PR: ARC 250.

ARC 350. Design IV **four hours**

This course explores the architectural design in the context of the urban fabric. Topics include urban design, historic preservation, and the social impact of the built environment. Cultural and behavioral patterns will be explored. Students will develop further their modeling skills, graphic communication, and oral communication. A second year portfolio will be developed. PR: ARC 300; CR: ARC 420.

ARC 420. Urban Design and Preservation **three hours**

This course explores urban planning and the application of its basic principles to an urban context. History of urban design, urban development, and historic preservation will be discussed and applied to design projects. PR: ARC 300, CR: ARC 350.

ARC 430. Mechanical and Electrical Systems **three hours**

Introduction to the design of mechanical and electrical systems. PR: ARC 250.

ARC 450. Design V **four hours**

This course encompasses architectural design as an integration of design concept and building technology. Concepts synthesized in the design process include structural systems, mechanical systems, and building materials, as well as more sophisticated building design. Advanced graphic communications will be combined with computer applications. PR: ARC 350, 2nd Year Portfolio; CR: ARC 310. Baccalaureate Majors Only.

ARC 460. Design VI **four hours**

This class executes a comprehensive architectural design of the student's choice with the approval of the instructor. Concentration in the project may be in building technology, urban design, historical design, theory, environmental design, or other approved topic area. Student will develop the design concept, conduct research, develop the form and express the design of the structure at a sophisticated level of graphic and three-dimensional skills. A third year portfolio will be completed. PR: ARC 450.

Civil

CIV 200. Introduction to Surveying **three hours**

This course will provide students with an introduction to surveying. Topics will include theory of linear distance measurement, proper note keeping, transit/tape surveying techniques, leveling procedures, measurement of horizontal and vertical angles, stadia, bearings and azimuths, rectangular coordinates, topography, and mapping techniques. Students will learn to use all types of surveying equipment including levels, transits, theodolites, total stations, and Electronic Distance Measurements (EDM) devices. CR: Math 101 or consent of instructor.

CIV 210. Light Construction **four hours**

Practices utilized in the erection of residential and industrial

buildings with technical information involving problems from ground to roof.

CIV 220. Construction Materials and Methods four hours

Identification, properties and standard test methods for steel, concrete, timber, masonry products, bituminous products, soils, aggregate. Heavy construction methods are also discussed. PR: CIV 210, Math 101, or consent of instructor.

CIV 230. Construction Estimating three hours

This course covers construction cost estimating techniques for various types of construction projects. Included are certain interrelated topics, such as: production, bidding and specifications as they affect the contractor during the cost estimating process. PR: CIV 220, IS 100 or consent of instructor.

CIV 240. Construction, Land and Route Surveying three hours

This course will provide students with an introduction to construction surveying, land surveying, and route surveying. Topics will include horizontal and vertical control, building location and layout, pipeline layout, construction staking procedures, earth quantity measurements, triangulation, horizontal and vertical curves, plan and profile, area and cross sections, volume calculations, mass diagrams, boundary control, and deed descriptions. PR: CIV 200, IS 100.

CIV 275. Civil Engineering Graphics three hours

This course will provide students with an introduction to computer-assisted civil engineering drafting and design. Includes coverage of graphics techniques, drawing organization, dimensioning, orthographic projection, and specific applications of civil engineering drafting and design. Typical applications will include coordinate geometry, contours, topics in highway design, concrete, steel and structural wood drafting. PR: DRF 270.

CIV 280. Environmental Engineering Technology I three hours

This course is designed to serve as an introduction to environmental engineering technology. The course will provide an overview of the environmental field including laws and regulations, water quality, hydraulic and hydrologic fundamentals, water and wastewater treatment, groundwater contamination, and solid waste management. PR: Chemistry 101. CR: Tec 290.

CIV 290. Introduction to Structures three hours

This is an introductory course related to structures, their analysis, and design. This course will provide an elementary overview of the analysis, design, and detailing of steel and wood structures with emphasis on steel. Course coverage will include design of beams, columns, and connections. PR: MEC 200.

CIV 305. Hydraulics and Hydrology three hours

This course will introduce students to hydraulics and hydrology. Topics in hydraulics will include closed conduit flow, networks, reservoirs, hydraulic machinery, pumps in series and parallel, and hydraulic structures. Topics in hydrology will include statistics and probability, hydrologic cycle and data, open channel flow, flood control and discharge, and culvert and detention pond design. PR: IS 100, TEC 290, CIV 280 or consent of instructor.

CIV 340. Soil Mechanics and Environmental Geotechnics four hours

This course provides students with an introduction to soil mechanics including soil origin and composition, index properties and classification, permeability, capillary, seepage, drainage, frost heave, combined stresses, total and effective stresses, compressibility, and consolidation. Topics in environmental geotechnics will include site investigations, hydrogeology, hydraulic conductivity, and soil contaminants. PR: MEC 200, CIV 280, or consent of instructor.

CIV 400. Highway Design and Transportation three hours

This course covers basic transportation theory and design including parametric statistics, traffic flow, capacity, level of service, pavement design and geometric design. PR: TEC 290, CIV 340, or consent of instructor.

CIV 410. Structural Analysis three hours

This course provides an analysis of structures including cables, beams, columns, trusses and frames. Also included is buckling, shear, moment and deflection in statically determinate structures. PR: TEC 300. Baccalaureate Majors Only.

CIV 420. Construction Planning and Administration three hours

Introduction to construction management. Topics include construction planning and scheduling, economics, contracts, administration, health and safety, productivity, and performance. PR: CIV 230.

CIV 430. Advanced Surveying Problems three hours

This course is offered as an elective for those students desiring to improve their ability and self-confidence in surveying. Both engineering (construction) and land surveying are covered. Subjects include: triangulations, curves, route surveying, mine surveying, areas and cross-sections, computations, construction layouts, alternate methods of land surveys, deeds and land descriptions. PR: CIV 240.

CIV 440. Structural Design three hours

A continuation of CIV 290 with more in-depth design of reinforced concrete and steel structures. PR: CIV 290.

CIV 450. Structures three hours

Introduction to the structural design of typical building components using steel, timber, and concrete. The course will include design of laterally supported and unsupported beams, one and two-way slabs, columns, beam-columns, tension members, connections, and wall and column footings. PR: CIV 220, MEC 200.

CIV 460. Environmental Engineering Technology II three hours

This course will cover theories and practices in water and wastewater treatment systems including physical, chemical and biological treatment processes. Other topics covered include surface water quality characteristics, modeling, and permitting. PR: CIV 280 and TEC 290. Baccalaureate Majors Only.

CIV 470. Advanced Soil Mechanics and Foundation Design three hours

This course is a continuation of CIV 340 and includes shear strength, laboratory and field test methods and their use in design. Other topics include an introduction to shallow and deep foundations to include bearing capacity and settlement analysis, the study of earth pressure for use in design of retaining walls, sheet piles, and excavating bracing, and an introduction to earth structure design and slope stability analysis. PR: CIV 340. Baccalaureate Majors Only.

Drafting

DRF 100. Engineering Graphics three hours

Basic drawing processes and techniques including freehand lettering, geometric construction, sketching, multi-view and pictorial drawing, dimensioning and sheet layout. Tools, drawing surfaces, computer graphics, and projection theory will be stressed throughout the course.

DRF 205. Technical Illustration three hours

An introduction to convey information as to the shape, size, and formation of a three dimension object. Areas include technical sketches, drawings, and illustrations for parts catalogues. Content areas include: isometrics, perspectives, three dimensional wire frames, and solid models. Three dimensional rendering will also be explored. PR: DRF 270.

DRF 215. Architectural Drafting four hours

A comprehensive study of the planning, designing and drawing of a single family residence. Primary considerations include the site, styling, codes, zones and basic construction techniques. Modern house planning results in a complete set of plans and specifications. PR: DRF 100 (or two years of high school drafting for Architectural majors only) or AD 140

DRF 225. Descriptive Geometry three hours

A study of the science of graphic representation and solution of space problems involving points, lines, intersections, parallelism, perpendicularity, revolution, vectors, developments, shades and shadows, conics, and spherical triangles. PR: DRF 270.

DRF 235. Technical Drafting three hours

This course covers advanced drafting/ design techniques by using a computer graphics workstation. Study will include: industrial detail drawing, electrical/electronics drawing, topographic mapping, pipeline drawing, and production/working drawings. PR: DRF 270.

DRF 245. Architectural Design three hours

As approach to the development of residential design problems. Sketching, interior perspective and rendered perspective will be covered to prepare interior decoration majors. Content covers: architectural, pictorial and presentation drawings.

DRF 255. Tool Design four hours

This course covers the design of tooling, including jigs and fixtures for machine operations such as drilling, reaming, tapping, milling, and turning. Study will include modern tooling techniques, the use of computer graphics, tooling economics, and development of jigs and fixtures that meet ANSI standards. PR: DRF 270.

DRF 270. Fundamentals of CAD three hours

This is an introductory Computer Aided Drafting (CAD) course. Software to be covered will be Windows and the use of AutoCAD. The student will learn on a PC workstation and become familiar with plotters and printers. PR: IS 100, DRF 100 or AD 140 or TEC 104. (Technology Education Majors Only.)

Electronics

ELE 100. Circuit Analysis I three hours

Introduction to the concepts of voltage, current, resistance, capacitance, and inductance. Also covered are Kirchoff's Laws with applications in basic DC-AC, series-parallel circuits. Basic electromechanical devices and transformers are studied. Co-Requisite: Math 101 or 115.

ELE 200. Shop Practices three hours

The student will build a breadboard to be used in subsequent courses. Skills covered in this course include PC board layout and construction, soldering, wiring, component selection, metal fabrication, plastic fabrication, wood fabrication, and general layout procedures. Note: Extra costs are associated with this course. Co-Requisite: ELE 100.

ELE 210. Circuit Analysis II three hours

Continuation of ELE 100 including the theory and application of circuit analysis theorems. Also covered are nonsinusoidal waveforms, three-phase circuits, and the use of computers in solving problems. PR: ELE 100, Math 101 with a "C" or better; Co-Requisite: Math 102, CS 101.

ELE 215. Basic Transistors three hours

Devices studies will include rectifiers, zeners, filters, bipolar transistors and field- effect transistors. The circuitry will include power supplies, the basic amplifier types, multistate amplifiers, power amplifiers, switching circuits, and oscillators. PR: ELE 100, Math 101 with a "C" or better; Co-Requisites: CS 101, ELE 200, 210.

ELE 220. Linear Electronics three hours

Study of the basic concepts of linear integrated circuits including OP amps, regulators, comparators, timers, and phase-locked loops. PR: ELE 210, ELE 215.

ELE 230. Digital Electronics three hours

Theory and experimentation with SSI, MSI, and LSI devices and systems including such basic components as gates, flip-flops, counters, decoders, timers, displays, memories, etc., and such systems as thermometers, tachometers, meters, etc. PR: ELE 210, CS 101, Co-requisite: ELE 215 or consent of instructor.

ELE 240. Industrial Electronics three hours

Study of the operation of industrial power control systems including power devices and control circuits. Power devices covered include relays, contactors, transistors, SCR's and TRIAC's. Control circuits include UJT's, PUT's, DIAC's, photo-devices, timers and control IC's. PR: ELE 220, ELE 230, ELE 250.

ELE 250. AC-DC Machinery and Controls three hours

Practical aspects in the use and maintenance of AC-DC machinery and power distribution including motors, generators, starters, speed controllers, breakers, transformers, etc. PR: ELE 100, Math 102.

ELE 255. Instrumentation and Controls three hours

This course helps students develop an introduction to electrical instrumentation and control systems used in a manufacturing environment. Emphasis is placed on digital and analog converters, noise detection/reduction, digital input/output methods, serial communications, counters/timers, and sensors (thermal, mechanical, and optical). PR: ELE 250, *Not Open to Electronics Majors.*

ELE 260. Communication Systems three hours

Theory, operation, and maintenance of AM, FM, PM, and digital communications systems. PR: ELE 220, ELE 230.

ELE 270. Microcomputers three hours

Theory and experimentation with microcomputer including instruction sets, memories, I/O, programming (machine code, assembler, and high level), interrupts, peripherals, and interfacing. PR: ELE 230.

ELE 280. Programmable Controllers three hours

An introduction to programmable controllers and their application to sequential process control. Topics include basic operating characteristics, relays, timers, counters, sequencers, editing, and on-line data control. Practical laboratory experiences will be provided in controller applications, programming, installation, and maintenance. PR: CS 101, ELE 230, or consent of instructor.

ELE 300. Advanced Linear Electronics three hours

Study of linear devices including OP, AMPS, comparators, PLL's, timers, audio IC's, voltage references, and current references. Course will include analysis and design concepts for the circuits studied. PR: ELE 260, Co-requisite: TEC 300.

ELE 310. Advanced Microcomputer Systems three hours

Continuation of ELE 270 with more in-depth study and laboratory work. Topics included are A/D and D/A converters, serial communications, interfacing to power devices, etc. PR: ELE 270.

ELE 400. Senior Electronics Project three hours

Instructor approved project integrating concepts from previous courses. This course will allow the student to pursue specialized interests and show that he/she can complete an individual project. PR: ELE 300. Baccalaureate Majors Only.

ELE 410. Data Acquisition and Control Systems four hours

Theory and use of data acquisition and control systems including transducers, signal conditioning circuits, multiplexing, A/D and D/A converters, computers, and control devices. PR: ELE 240, ELE 300, ELE 310. Baccalaureate Majors Only.

ELE 420. Advanced Communications three hours

A continuation of ELE 260. Topics include light wave communication, microwaves and waveguides, digital communication systems, two-way radio operations, and antenna theory and testing. PR: 260, ELE 300, 310, TEC 300.

ELE 430. Linear Feedback Systems three hours

A study of linear feedback systems using LaPlace transformers. Topics include network analysis, control systems theory, stability criterion, and compensation techniques. Simulations will be accomplished with both analog and digital computers. PR: ELE 300, TEC 300.

Graphics

GCT 100. Graphic Communications Processes three hours

This course is an introduction to the graphic arts and deals with the basic methods of placing visual elements on receiver materials. An investigation is made of relief, intaglio, planographic, porous, and electrostatic methods of printing. Continuous tone photography, basic bindery operations, and introductory microcomputer operation also are experienced. Course activities include the use of introductory word processing and basic painting and drawing software.

GCT 150. Computer Applications to Graphics three hours

This course is an assessment of the impact of "Intelligent Electronics" on the graphics industry and the development of computer applications to the solution of graphic related situations. With an emphasis on the Apple Macintosh, there is a thorough coverage of microcomputer fundamentals, operating systems, and computer programs including the spreadsheet, database, and various types of graphic software. The student becomes involved in both theoretical and hands-on experiences.

GCT 200. Introduction to Desktop Publishing three hours

This course presents the basics in the make-up of copy with an emphasis on composition and typography. Students will produce tangible photo ready art and introductory electronic prepress images using the Apple Macintosh. Single and multiple color paste-up techniques, forms layout, cropping and scaling of photographs, and media conversion are among the activities that will be beneficial in upper level graphics classes as well as future employment endeavors. CR: GCT 150.

GCT 210. Graphics - Methods and Materials three hours

This intermediate course further explores the tools, materials, and processes used in both the traditional and current digital methods of converting camera ready images to print. Introductory process camera, film assembly, press operation, and bindery will be investigated. Both theoretical knowledge and hands-on experience in the use of printing equipment will be employed. PR: GCT 100.

GCT 225. Basic Photography three hours

A beginning course in the utilization of the hand-held camera. The emphasis is placed on both the taking of pictures and the processing of black and white film. Topics covered include film and film processing, camera basics, camera formats, lens types, portrait photography, and photographic ethics.

GCT 230. Layout and Design I three hours

Printed materials will be analyzed in terms of design, effective use of type, and color. Knowledge of art specification and preparation for reproduction will be acquired. Time is given to the design and production of original work. PR: GCT 200.

GCT 335. Layout and Design II three hours

A continuation of GCT 230. The student continues work on thumbnail, rough and comprehensive layouts for presentation to the customer. PR: GCT 230.

GCT 250. Graphics Practicum four hours

Supervised on-the-job learning/work experience with a cooperating business or college in-house graphics production area. Students will gain experience in graphics related specialties of the selected practicum training center. PR GCT 210 and instructor's permission.

GCT 255. Advanced Image Transfer three hours

This course is a continuation of the press related portion of GCT 210 and is a self-paced course. More advanced set-up, single and multicolor operation, troubleshooting, basic press maintenance, film assembly, and safety considerations are included. Students will complete several multicolor projects during the course. PR: 210

GCT 265. Estimating and Cost Analysis three hours

Production planning, scheduling, materials purchasing, and personnel management in print production operations are investigated. Accurate, orderly systems including computer solutions are used to estimate costs, material, equipment, and labor.

GCT 270. Screen Printing Techniques three hours

An examination of screen process stencil systems, substrates, inks, framing methods, and fixtures. Students will gain experience in the printing of flat objects, textiles, pressure sensitives, decals, and cylindrical objects. Both single color and multicolor imaging will be investigated.

GCT 275. Production (Offset/Screen Printing) three hours

This self-paced course provides practical experience in the production of department or Schools' newsletters and other offset and screen printed graphic products.

GCT 280. Electronic Publishing three hours

This course is a continuation of GCT 200 specifically oriented toward the production of computer based publishing using Apple Macintosh. Students will gain experience in more advanced electronic composition and pagination. PR: GCT 200.

GCT 290. Electronic Art and Computer Imaging three hours

Students will use illustration and painting software for the creation of high resolution commercial quality course projects. Students will use microcomputer workstations, flatbed scanners, electronic cameras, and image processing software for retouching, manipulating, and enhancing images. PR: GCT 150 or instructor's permission.

GCT 305. Production (Electronic Publishing/ Imaging) three hours

Students will create digital media, newsletters, or other graphic products developed by departments or Schools. PR: GCT 280 and instructor's permission. Baccalaureate Majors Only.

GCT 310. Advanced Photography three hours

A continuation of GCT 300, covering such areas as advanced black and white work large format camera work, and color photography. PR: GCT 300.

GCT 400. Computer Animation and Multimedia three hours

Basic techniques of computer animation, presentation software for creation of digital animation, motion, and multimedia. Activities include exercises using QuickTime™, HyperCard™, and still and motion digital captures of television video. PR: GCT 150 or instructor's permission.

GCT 410. Special Topics - Graphics three hours

This self-paced course is an opportunity to investigate and produce a "senior project" in a field not included in the regular listing of graphic communications courses or in an area currently offered, but at greater depth. PR: GCT 280 and consent of instructor. Baccalaureate Majors Only.

Manufacturing

MFG 100. Materials and Processes three hours

Emphasis is placed upon the scientific concepts underlying the basic, procurement, process, fabrication and finishing industries while studying the physical and chemical properties of the organic and inorganic materials utilized in today's industrial complex.

MFG 110. Machine Shop four hours

Fundamentals of hand and machine tools, involving the lathe, drill press, grinder, mill saw and other metal working machines with problem solving in layout and machine design.

MFG 190. MCACEC Internship fourteen hours

This course is designed as an internship experience for students enrolled in the Marion County Adult and Community Education Center's Computer Integrated Manufacturing Certificate program. Work experiences related to this internship include residential and industrial electrical wiring and device installations, preparation for the National Electrical Code Journeyman's Test, electronic components and devices, and selected manufacturing production processes. PR: Enrollment in MCACEC CIM Certificate Program.

MFG 205. Engineering Economy three hours

Techniques of engineering economy as related to cost, design, and selection of materials. PR: Math 102.

MFG 225. Computer Numerical Control I three hours

This course builds on the manual machining skills learned in MFG 110. Student will first learn how to interface a computer with a machine tool. Absolute, relative and, polar computer numerical control (CNC) programming codes are then learned for 2 axis machine lathes and 3 axis machine mills. Labs include using Fanuc off-line programming stations to program and cut parts on CNC machines. PR: MFG 110

MFG 250. Total Quality & SPC three hours

The purpose of this course is to introduce students to concepts related to total quality management and statistical process control. Topics include the total quality concept, contributions of W. Edwards Deming, quality and competitiveness, establishing a customer focus, leadership and teamwork, decision-making and problem solving, foundations of statistical process control, and continuous improvement. PR: None.

MFG 260. Master Planning/Systems three hours

The Master Planning/Systems course is designed to teach the student the basic concepts of strategic planning, production planning, master production scheduling, forecasting, resource planning, order servicing, and demand management. This would include the ability to recognize strategic drivers that affect production and inventory management and how to configure and integrate production and inventory systems within the business environment. Also included in this course is the application of controls and bills of materials in the manufacturing environment. PR: MFG 280 or Consent of Instructor.

MFG 270. Inventory Management/MRP three hours

The Inventory Management/MRP course covers the development of inventory management objectives, inventory planning systems, inventory control functions, physical distribution, and inventory accounting methodology. Included are principles of lot sizing, aggregate inventory management, demand management, information system considerations and environmental factors. Also covered is the use of material requirements planning (MRP) as an inventory management tool. The data sources, bills of materials, and other requirements of applying MRP will be discussed. PR: MFG 285 or Consent of Instructor.

MFG 280. Production Activity Control/CRP three hours

The Production Activity Control/CRP course covers the scheduling and control of manufacturing and suppliers, relationships within the organization, priority control, and lead time management. Also, included is the use of capacity requirements planning (CRP) and associated data sources and requirements. There will be a main emphasis on data, measurements, and reporting within the organization. Other topics covered are input/output control, production leveling, line balancing and flow balancing in the overall production environment. PR: MFG 270 or Consent of Instructor.

MFG 285. Just-In-Time/Technologies three hours

The Just-In-Time/Technologies class involves the study of total quality control, total people involvement (empowerment), and the integration of all functions (finance, engineering, marketing, suppliers, etc.) with production. This course also includes the study of physical workplace organization, total preventative maintenance, problem solving techniques, and reductions in setup times, inventories, and lead times.

MFG 290. Statistical Process Control three hours

This course covers the statistical methods used to differentiate between special and common causes of process variation. Process control, capability and charting are also studied. The course concludes with an examination of project evaluation and improvement strategies. PR: PSYCH 240.

MFG 295. Methods Measurement three hours

An overview of basic processes used to measure and standardize production methods within a manufacturing enterprise. Topics of study include methods analysis, work sampling, work measurement, predetermined time systems, motion picture/video analy-

sis, principles of motion economy, job evaluation, and job pricing. Laboratory assignments will be conducted with practical experiences. PR: Math 101.

MFG 299. Manufacturing Practicum four hours

This course consists of a supervised on-the-job learning/work experience with a cooperating manufacturing company. Students will gain "real world experience" and have an opportunity to apply the competencies they have gained to an actual project. PR: MFG 260, 265, 270, 275, 280, 285 or consent.

MFG 315. Welding four hours

The reading of symbols and the production of ferrous elements, in and out of position, using both gas and electric processes.

MFG 325. Computer Numerical Control II three hours

This course is a follow-up to MFG 225 and continues coverage of topics related to computer numerical control mill and lathe programming, tool path simulation, and machine operation. This course also includes a study of robot topics. Included is a basic study of applications of robots, features of the manipulator and controller, robot programming, robot interfacing, end effectors, and sensors. Hands-on laboratory experiments are designed to reinforce a conceptual understanding of these topics. PR: MFG 225.

MFG 410. Metallurgy two hours

An introduction to the basic elements of metallurgy including structure of metals, properties, smelting, refining, heat treating, and testing. PR: MAT 100.

Mechanical

MEC 100. Statics three hours

The study of force systems that act on rigid bodies that are in static equilibrium. Topics of study include the analysis of coplanar and noncoplanar force systems using analytical and graphical methods, PR: Math 101 with a "C" or better, Co-requisites: Math 102.

MEC 200. Strength of Materials four hours

The analysis of stress and deformation of deformable bodies under the action of forces. The design and selection of tension and compression members, shafts and beams. Topics of study include stress and strain, Hook's Law, mechanical properties of engineering materials, torsion, bending, and buckling theory. PR: Math 102 and MEC 100 with a "C" or better in both.

MEC 210. Thermodynamics I three hours

A beginning course to introduce the study of the thermodynamic laws of conservation of mass and energy. Applications in the analysis of energy sources, transformations and utilizations. PR: MEC 100 with a "C" or better, Co-requisites: Physics 101, TEC 290.

MEC 220. Fluid Mechanics three hours

A study of the mechanics of fluid systems. Topics include fluid statics and dynamics, dimensional analysis and similitude, steady flow of incompressible fluids in pipes, ducts, and open channels; steady flow of compressible fluids over surfaces and about immersed bodies; and turbomachinery. PR: MEC 200, TEC 290, or consent of instructor.

MEC 240. Machine Design I three hours

Application of the principles of mechanics to the design and selection of machine components. Topics of study include: beams, columns, shafts, gears, bearings, belts, brakes, and springs. Design projects will be assigned and computer solutions will be utilized. PR: MEC 200, C.S. 101, TEC 290.

MEC 300. Thermodynamics II three hours

A continuation of the study of thermodynamics with special emphasis on equations of state, calorimetry, processes, heat engines, and the Second Law of Thermodynamics. Topics include PVT relationships of pure substances, caloric equations of state, properties of multi-phase substances, processes of compressible and incompressible gases, liquids, solids, and multi-phase substances; the Carnot heat engine, entropy, refrigeration and heat pump cycle, the Third Law of Thermodynamics, and the analysis of Carnot cycles. PR: MEC 210; Co-Requisite: TEC 300.

MEC 320. Dynamics three hours

The study of Newtonian dynamics of particles and rigid bodies in plane motion. Topics of study include: Kinematics, Newton's Laws, work and energy principles and impulse momentum. PR: MEC 100, TEC 290. Baccalaureate Majors Only.

MEC 330. Heat Transfer I three hours

A study of heat energy interactions in solids, liquids, and gases. Topics include: fundamental laws of conduction, convection, and radiation heat transfer. PR: Phys. 102, TEC 300, MEC 210, MEC 220. Baccalaureate Majors Only.

MEC 340. Heating, Air Conditioning and Ventilation three hours

A study of the principles of fluid mechanics, thermodynamics and heat transfer as applied to HVAC systems. Topics include: heating and cooling load calculations, heating, air conditioning and refrigeration systems; automatic controls; heat pumps for heating and cooling; solar heating and cooling systems. PR: MEC 220, MEC 300, MEC 330, TEC 300.

MEC 350. Numerical Methods three hours

A study of numerical methods with application to the formulation and solution of engineering problems. Topics include mathematical modeling, engineering problem solving, roots and equations, curve fitting, numerical integration, and ordinary differential equations. Digital computers and software are used extensively. PR: CS 101, Physics 101, TEC 290.

MEC 400. Mechanical Measurements three hours

The study of the measurement of motion, force, torque and power with emphasis on strain measurement and strain gage techniques with instrumentation. Topics also include error analysis, and curve fitting. PR: MEC 320.

MEC 410. Thermodynamics III three hours

A continuation of the study of thermodynamics with special emphasis upon application to heat, power and refrigeration systems. Topics include: energy availability and irreversibility in open and closed thermodynamic systems; mixtures of gases and vapors; reactive systems; internal and external combustion power cycles; reversed cycles and flow through nozzles and diffusers. PR: MEC 300, MEC 330.

MEC 430. Heat Transfer II three hours

A continuation of the study of conduction, convection, and radiation heat transfer with emphasis upon application to residential, commercial and industrial and heat exchanger design. Topics include: steady-stated transient heat conductions; free and forced heat convection, condensing and boiling heat transfer; radiation, transfer by combined mechanisms, numerical and analog methods. PR: MEC 330.

MEC 440. Engineering Systems Design Laboratory three hours

A study of analog, digital and mixed engineering systems; similitude of mechanical and electrical engineering systems; dimensional analysis and theory of models. PR: MEC 300, MEC 320, MEC 330.

Safety

SAF 201. Safety and Environmental Components of Industry three hours

This course provides an introduction to OSHA and EPA regulations pertaining to general and construction industry record keeping, OSHA/EPA inspection, fire, chemical exposure, most frequent violations, and others.

SAF 202. Safety Techniques and Practices in Modern Accident Prevention three hours

This class provides an examination of administrative practices, principles, concepts and techniques used by safety practitioners proven to be effective in controlling losses in industry. PR: SAF 201, Math 101.

SAF 250. Safety Compliance in Construction & General Industry three hours

This course provides an in depth study of occupational safety and health standards, along with additional compliance methods relating to both general and construction industry. PR: SAF 201.

SAF 260. Fire Prevention and Inspection three hours

This course provides an examination of the chemical requirements for combustion and design of water supply and distribution system for fire protection. Emphasis is placed on fundamental theories, inspection methods, determination of relative hazards and application of codes and standards. PR: Chem 102, SAF 201; CR Phys 102.

SAF 301. Introduction to Industrial Hygiene three hours

An introduction to techniques employed to recognize, evaluate and cope with various hygiene problems related to general industry. PR: SAF 202, 250; Math 102, Chem 102.

SAF 302. Industrial Hygiene and Toxicology three hours

This course is a continuation of SAF 301, emphasizing an in-depth study of evaluation and control methods dealing with the toxicological effects of contaminants in the workplace. PR: SAF 301.

SAF 303. Industrial Hygiene Applications and Practices four hours

The function of this course is to analyze the methods and techniques utilized in the detection, evaluation, and control of chemical, physical, and biological health hazards. Studies will be focused on those hazards prevalent in manufacturing, construction, and mercantile. Three hours of lecture and two hours of laboratory each week are required. PR: SAF 302.

SAF 310. Human Factors in Accident Prevention three hours

Physical, mental, emotional and social factors related to effective programs of accident prevention, reduction and control. PR: SAF 201, Chem 102, Math 102, Bio 170.

SAF 320. Toxicology three hours

The purpose of this course is to study the effects of chemicals on biological systems, with emphasis on the mechanisms of harmful effects and on the conditions under which those harmful effects occur. PR: Chem 105, 106 and Biology 101, 102.

SAF 325. Environmental Hazard Control three hours

This class provides a comprehensive study of federal/state regulations and legislation pertaining to the Environmental Protection Agency. Emphasis is placed on the awareness and interaction of the public and industry concerning manufacturing, transportation, disposal and release of hazardous substances. PR: Chem 102.

SAF 330. Safety and Environmental Law three hours

This course is the study of various legal problems related to the Occupational Safety and Health Administration (OSHA) and the Environmental Protection Agency (EPA). The case study method is used to analyze problems such as cost benefit analysis, cost effectiveness, reproductive hazards, criminal and civil liability, minimum risks, and genetic testing. PR: SAF 301.

SAF 350. Environmental Engineering Technology: Hazardous Waste four hours

This course is a study of solid and hazardous waste and includes regulatory compliance, legal and civil liability, classification, permitting/manifest, and remediation. PR: Chemistry 102 & SAF 201 or SAF 325.

SAF 410. Safety Engineering Design three hours

Design engineering and engineering countermeasures needed to minimize losses incurred by man and the environment. PR: SAF 202, 250, PHYS 102.

SAF 425. System and Process Safety Engineering three hours

This course involves the application of engineering and management principles, criteria, and techniques to optimize safety of a project, program, or activity. All phases of safety are considered beginning with conception and continuing through design, production, testing, use, and disposal. Hazard analysis and recommendation of effective countermeasures to being the system to an acceptable state are included. PR: Psyc 240, IS 100, SAF 410.

SAF 440. Managing and Evaluating Safety Programs three hours

This course is an analysis of safety programs. It isolates components to be included or improved. Topics include safety audits, safety management, coordination and futuristic perspectives related to loss control. PR: SAF 202, 250, 303, 410, Psyc 240.

SAF 450. Environmental Engineering Technology: Air four hours

This course is a study of air pollution and includes regulatory compliance with the Clean Air Act, air sampling methods, primary sources, emission controls, and permitting. PR: Chemistry 102 & SAF 201 or SAF 325.

Wood

WOD 100. Wood Technology three hours

The theory, application and treatment of woods and hand and machine wood- working. A basic class dealing with wood identification, wood usage, woodworking tools and machines fabrication, joinery, adhesion, and finishing. PR: None.

WOD 205. Furniture Construction and Design two hours

A lecture-laboratory course in the development function of design, especially as it applies to the area of household furniture. Student problems include the designing of furniture and other household articles which are to be used as projects in the industrial arts laboratories. PR: WOD 100.

WOD 215. Wood Finishing three hours

A survey course in the materials and methods commonly used in the finishing of furniture and similar articles, and readily appli-

cable to use in high school situations. The various types of dyes, stains, shellacs, varnishes, lacquers, and sealers will be used on sample panels. PR: WOD 100.

WOD 225. Cabinet Construction and Design **two hours**

A lecture-laboratory course in the developmental function of design, especially as it applies to cabinet making. The projects will be made in conformity with the drawings and specifications as developed. Advanced work in the use of machine tools, techniques, and processes will be stressed and a high level of craftsmanship will be maintained. PR: WOD 205.

WOD 235. Advanced Woods **three hours**

A lecture-laboratory course with emphasis on the use of advanced techniques in the design and construction of home furniture. Particular attention is given to the use of veneers, inlays, overlays, and other advanced methods of enhancing the finished appearance of projects: PR: WOD 100.

Theatre
(School of Fine Arts)

100. Theatre Appreciation **two hours**

This course examines the elements and components which create theatre. Students are encouraged to apply their knowledge in a critical appreciation of theatre. This class may be used to fulfill general studies requirements.

110. Introduction to Theatre **two hours**

An overview of the purposes and organization of the theatre and allied areas and the functions of all of the jobs related to a theatrical presentation; artistic, performer, director, designer, technicians, and "front-of-house" operations and introduction to the theatre as a profession; professional organizations and securing employment. Fall semester.

114. Body Training and Stage Movement **two hours**

Required of all theatre majors and minors. Care, control and use of the body as an instrument basic to performance (acting, singing, dancing). Odd-numbered Spring semesters.

140. Theatrical Production **two hours**

Lecture course introducing the student to the principles and techniques of the organization, planning, and execution of technical theatre production, including scenery, properties, lighting, costuming, sound, and stage management.

148. Theatre Workshop I-IV **one-four hours**

Crew work is assigned to Masquers productions and studio theatre productions. Opportunities for experience in all areas of technical theatre such as scenic construction, property, lighting, costume, and sound crews, depending upon the proficiency of the student. One hour of credit taken concurrently with Theatre 140 is required of all B.A. majors and minors in Speech Communication and Theatre (Theatre Option) and B.A. in Education with teaching field in Oral communication (grades 5-8, 5-12, or 7-12). No more than one hour can be earned during a semester. Open to freshmen and sophomores (first four semesters) (juniors and seniors, see Theatre 348).

160. Technical Theatre Practicum: Costuming I **one hour**

Practical experience in varied aspects of costuming through work assigned to Masquers productions or other staged events. Open to freshmen and sophomores. Taught on demand.

162. Technical Theatre Practicum: Lighting I **one hour**

Practical experience in varied aspects of lighting through work assigned to Masquers productions or other staged events. Open to freshmen and sophomores. Taught on demand.

164. Technical Theatre Practicum: Properties I **one hour**

Practical experience in varied aspects properties through work assigned to Masquers productions or other staged events. Open to freshmen and sophomores. Taught on demand.

166. Technical Theatre Practicum: Scenic I **one hour**

Practical experience in varied aspects of scenic work through work assigned to Masquers productions or other staged events. Open to freshmen and sophomores. Taught on demand.

168. Technical Theatre Practicum: Sound I **one hour**

Practical experience in varied aspects of sound through work assigned to Masquers productions or other stated events. Open to freshmen and sophomores. Taught on demand.

199. Special Topics in Theatre **one-twelve hours**

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs. Maximum credit per semester: one hour.

212. Theatrical Makeup **one hour**

Fundamentals of the theory and technique of designing and applying theatrical makeup, including laboratory experience and practical experience with Masquers productions and studio theatre productions.

220. Oral Interpretation **two hours**

An introductory study and practice of the principles involved in understanding the meaning of prose, poetry, and dramatic literature and in the effective oral and/or bodily transmission of that meaning to a listening and/or viewing audience. PR: Speech Communication 105 or Speech Communication 107 or consent. Spring semester.

228. Oral Interpretation Practicum I-IV **one-four hours**

Preparation for and participation in public performances and intercollegiate competitions and festivals in oral interpretation. Maximum credit earned a semester is one credit hour. PR: Theatre 220 and/or consent of instructor.

230. Acting **two hours**

Introduction to the theory and practice of fundamental acting techniques for the stage. PR: Theatre 220 or consent. Fall semester.

238. Acting Workshop I-IV **one-eight hours**

Public performance or the equivalent in faculty-directed Masquers productions. Maximum credit earned a semester is two credit hours. PR: Consent. Juniors and seniors, see Theatre 432. (First four semesters.)

244. Introduction to Theatrical Design **three hours**

An introduction to the principles of theatrical design, including scenic, lighting, and costume design. Offered spring semester. PR: Consent.

260. Theatre History **three hours**
Historical examination of the major theatrical periods through a study of the important plays, playwrights, theorists, and practitioners of each era. Odd-numbered Spring semesters.

314. Advanced Theatrical Makeup **one hour**
Practice in advanced design and application of theatre makeup. Assigned to Masquers production and studio theatre productions. PR: 212.

326. Advanced Oral Interpretation **two hours**
A study of the special problems of oral interpretation in the areas of prose, poetry, and dramatic literature. Not a substitute for Theatre 220. PR: Theatre 220 or consent. Fall semester.

330. Advanced Acting **three hours**
Advanced acting will involve special problems in acting related to movement, characterization and an introduction to styles to include representational style (classicism, medieval, and romanticism). Taught of demand.

336. Directing **two hours**
Principles and techniques of play directing. Special attention given to directing problems in educational theatre: play selection, budgeting, casting, mounting, and staging, public relations, and coordination of crafts. PR: Theatre 140, 148 and/or Theatre 348 and Theatre 230 and consent. Spring semester.

344. Advanced Theatrical Design **three hours**
Advanced theatrical design will involve completed projects in scenic, lighting, and costume design to apply theory and introductory techniques and skills presented in the beginning course. Odd-numbered Fall semesters.

348. Theatre Workshop I-IV **one-four hours**
Crew work is assigned to Masquers mainstage and/or studio theatre productions. Opportunities for experience in all areas of technical such as scenic construction, property, lighting, costume, and sound crews, depending upon the proficiency of the student. No more than one hour can be earned during a semester. Open to juniors and seniors. (Freshmen and sophomores, see Theatre 148).

350. Children's Drama **three hours**
A lecture course providing an introduction to the theories and techniques involved in both creative drama for children and children's theatre. Odd-numbered fall semesters.

352. Children's Theatre Practicum **one hour**
Practical application of theories and techniques of children's theatre through performing with or working technical crews for Masquers, Jr. (children's theatre) productions. Taught on demand.

354. Creative Drama Practicum **one hour**
Theories and techniques learned in Theatre 350 are applied in supervised guidance of children in creative drama experience. PR: Theatre 350 or consent. Taught on demand.

356. Summer Theatre: Rehearsal and Performance **one-three hours**
Systematic rehearsal and public performance with the Masquers Town and Gown Players (college-community summer theatre). Designed for students who desire concentrated stage training and experience. Roles assigned dependent upon directors' selection and hours credit desired. PR: Auditions.

358. Summer Theatre: Production and Management **one-three hours**
Experience provided in every phase of theatrical production and some phases of theatre management in conjunction with the Masquers Town and Gown Players (college- community summer theatre). Experiences include set designing and construction, lighting, costumes, makeup, box office, house management, and publicity. Assignments dependent upon hours credit desired. PR: Consent.

360. Technical Theatre Practicum: Costuming II **one hour**
Practical experience in varied aspects of costuming through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.

362. Technical Theatre Practicum: Lighting II **one hour**
Practical experience in varied aspects of lighting through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.

364. Technical Theatre Practicum: Properties II **one hour**
Practical experience in varied aspects of properties through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.

366. Technical Theatre Practicum: Scenic II **one hour**
Practical experience in varied aspects of scenic work through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.

368. Technical Theatre Practicum: Sound II **one hour**
Practical experience in varied aspects of sound through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.

390. Scenic and Property Design **three hours**
An introduction to the principles of scenic and property design with attention given to scenographic techniques. PR: Theatre 110, 140, Tech. 100 or consent. Taught on demand.

392. Costume History and Design **three hours**
History of wearing apparel and appointment with emphasis on the Western World beginning with the Egyptians up to the present day and an introduction to the principles of costume design,PR: Speech Communication 105 or 107.

428. Oral Interpretation Practicum I-IV **one-four hours**
Preparation for and participation in public performances and intercollegiate competitions and festivals in oral interpretation, dependent upon proficiency level. Maximum credit earned a semester is one semester hour. Open to juniors and seniors. (Freshmen and sophomores, see Theatre 228.) PR: Theatre 220 and or consent.

432. Acting Workshop I-IV **one-eight hours**
Public performance or the equivalent in Masquers' dramatic productions. One to two credit hours may be earned a semester. Open to juniors and seniors. (Freshmen and sophomores, see Theatre 238.) PR: Consent.

438. Directing Practicum **one hour**
Direction and public presentation of a one-act play. PR: Theatre 336 and consent. Must have had performance and production experience with faculty-directed Masquers Major productions.

480. Theatre Business Management and Promotion three hours

Study of theatre management procedures including responsibilities and practices in business management, box office management, and house management; and the study of the responsibilities and practices in theatre promotion, including the use of the media. Taught on demand.

484. Theatre Business Management Practicum one-two hours

Practical experience in varied aspects of business management, including box office assignments through work with Masquers and other productions. Maximum credit earned a semester is one hour. PR: Consent of instructor.

488. Promotion Practicum one-two hours

Practical experience in varied aspects of theatrical promotion through work assigned to Masquers productions. Maximum credit a semester: one hour.

490. Directed Study in Theatre one-four hours

The student selects directed study in any area of theatre which is not treated in the theatre course offerings. Course designed by student and selected faculty with approval of the School's chairman. Maximum credit earned a semester is one hour. PR: Consent of instructor.

Directory

Higher Education Governance

Higher Education Policy Commission

The Higher Education Policy Commission was established by Senate Bill 653 enacted on March 19, 2000. The commission is responsible for developing, gaining consensus around and overseeing the implementation of a public policy agenda and for developing a master plan for higher education for the state. The commission is comprised of nine members, seven of whom are appointed by the Governor with the advice and consent of the Senate.

J. Thomas Jones ..... Huntington
Ron Stollings ..... Madison
Elliott G. Hicks ..... Charleston
John Hoblitzell, Chairman ..... Charleston
Shawn R. Williams, Vice Chairman ..... Clarksburg
Mary Clare Eros ..... Martinsburg
Kay H. Goodwin ..... Ripley
David L. Stewart ..... Charleston

Institutional Board of Governors

The institutional Board of Governors for Fairmont State College consists of nine members appointed by the Governor with the advice and consent of the Senate and a representative from the faculty, classified staff, and student body chosen by their respective groups.

Stephen R. Brooks ..... Fairmont
Larry Mazza ..... Clarksburg
Phil Reale ..... Glenville
Jim Griffin ..... Bridgeport
James E. Estep ..... Morgantown
Bob Kittle ..... Bridgeport
J. Richard Martin ..... Fairmont
Michael J. Vetere, Jr. ..... Morgantown
Janice Denison ..... Fairmont
Connie Moore ..... Faculty Representative
Ann Lester ..... Classified Staff Representative
Josh Schrader ..... Student Representative

Administration and Staff

PRESIDENT OF THE COLLEGE ..... Daniel J. Bradley, Ph.D.
Assistant to the President ..... Sarah L. Hensley, M.A.
ACADEMIC AFFAIRS, Provost and Vice President for ..... Frederick G. Fidura, Ph.D.
Associate Provost ..... Harry R. Faulk, D.A.
ACADEMIC SERVICES/CIO, Vice President for ..... Michael F. Burns, Ed.D.
ADMINISTRATIVE AND FISCAL AFFAIRS, Vice President for ..... Enrico Porto, B.S.
Assistant Vice President .....
Financial Management Analyst ..... Christopher Morgan, C.P.A., B.S.
ADMISSIONS, Executive Director of Enrollment Services ..... Douglas Dobbins, M.A.
Admissions Counselor ..... Anna Casale, B.A.
Admissions Counselor ..... Kimberly Kimble, B.S.
Admissions Counselor ..... Stephanie Stricklin, B.S.
Admissions Counselor ..... Daniel Culliver, B.S.
Senior Admissions Counselor ..... Kristi Hill, M.A.
ADVISING CENTER, Director of ..... Janice Williams, M.S.
AFFIRMATIVE ACTION, Director of ..... Sarah L. Hensley, M.A.
ALUMNI RELATIONS, Director of ..... John D. Nabors, B.S.
ATHLETICS, Director of ..... David Cooper, M.A.
CAMPUS SAFETY AND POLICE, Chief of ..... Lorin Elder, B.S.
CAREER SERVICES AND STUDENT EMPLOYMENT, Director of ..... Sally V. Fry, M.S.
Support Services/Student Employment ..... Ann Lester, B.A.
COMMUNITY AND TECHNICAL COLLEGE Provost for ..... Blair Montgomery, M.A.
Assistant Provost ..... Richard McCormick, M.B.A.
Non Traditional Students, Coordinator of ..... Frances Meredith, B.S.
Dean of Instruction .....

Off-Campus Programs, Director of ..... Marilyn Wolfe, M.A.
Vocational Projects/Sex Equity, Coordinator of ..... Jennifer Weist, M.S.W.
Counselor I .....
ECONOMIC DEVELOPMENT, Director of ..... Dale R. Bradley, B.S., M.B.A.
Business and Industry Training Coordinator ..... Timothy Dunigan, M.B.A.
GRANTS AND CONTRACTS, Vice President of ..... Denise Whittaker, M.S.
INSTITUTIONAL ADVANCEMENT, Vice President of ..... Mort E. Gamble, M.A.
Director of Annual and Special Gifts ..... John Aaron Ryan., B.S.
Gifts Specialist ..... Brian J. Shaffer, B.S.
FINANCIAL AID, Director of ..... Kaye Widney, B.A.
GASTON CAPERTON CENTER, Director of ..... Timothy R. Oxley, M. A.
Counselor II ..... David Young, M.S.
HUMAN RESOURCES, Director of ..... E. Stephen Leach, M.A.
INFORMATION TECHNOLOGY, ... Charles G. Manly, M.A.
Computer Center, Director of ..... Edward E. Bock, II, M.S.E.E.
Media Services, Director of ..... Charles G. Manly, M.A.
Information Services, Manager of ..... Barbara Fallon, Ed.D.
LIBRARY SERVICES, Director of ..... Thelma Hutchins M.S. in L.S., M.L.S.
Assistant Director/Head of Technical Services ..... Matyas Becvarov, M.L.S., M. A.
Cataloging Librarian ..... Robert H. Hammonds, M.L.S.
Distance Learning Library Services Librarian ..... William F. Grubb, M.L.I.S.
Reference Librarian ..... David Matthews, M.L.I.S.
Reference and Interlibrary Loan Librarian ..... Sharon Mazure, M.L.I.S.
School Library Media Coordinator ..... Beth Stefanowicz, M.L.I.S.
Electronic Services Librarian ..... Toru Chiba, M.A. in L.I.S.
PHYSICAL FACILITIES, Director of ..... Larry Lawrence, M.S.
PUBLIC RELATIONS, Director of ..... Amy Baker, M.A.
QUALITY IMPROVEMENT, Director of ..... Janet C. Perry, Ed.D.
ROBERT C. BYRD NATIONAL AEROSPACE
EDUCATION CENTER, Director of ..... Pieter Blood, M.S.
REGISTRAR ..... Joseph C. Kissell, M.A.
RESIDENCE LIFE, Director of ..... Tim Rice, Ed.D.
SMALL BUSINESS DEVELOPMENT CENTER, Director of ..... M.E. Gamble, M.A.
STUDENT AFFAIRS, Vice President for ..... Michael Belmear, M. A.
Counselor II ..... Kat Stevens, M.S.
Multicultural Affairs, Director of .....
Students with Disabilities, Coordinator for ..... Rico O. Tyler, M.Ed.
Student Activities, Coordinator for ..... Laurie Johnston, B.S.
STUDENT CENTER, Director of ..... Michel Belmear, M.A.
STUDENT HEALTH SERVICE, Coordinator of ..... Yolanda Kirchartz, B.S.N.
TEACHER EDUCATION, Dean of ..... Harry J. Hadley, Ed.D.
VETERANS COORDINATOR ..... James Walker, B.S.

Academic Schools

Business and Economics — **Rebecca Schaupp, Ed.D.**

- Business Administration
- Business Education
- Office Administration

Education, Health and Human Performance

Ravic P. Ringlaben, Ed.D.
Dean of Teacher Education

- Early/Middle Education
- Middle/Adolescent Education
- Special Education
- Health Science
- Library Media
- Physical Education
- Recreational Leadership
- Sport Coaching

Nursing and Allied Health Administration

Deborah M. Kisner, Ed.D.

- Allied Health Administration
- Nursing

Fine Arts — **Peter Lach, M.F.A.**

- Art
- Music
- SpeechCommunication
- Theatre

Language and Literature — **Martin L. Bond, Ph.D.**

- English
- Folklore
- French
- Journalism
- Spanish

Science and Mathematics — **Philip Mason, Ph. D.**

- Biology
- Chemistry
- Geology
- Computer Science
- Mathematics
- Physical Science
- Physics

Social Science — **Ronald D. Pearse, Ph.D.**

- Criminal Justice
- History
- Geography
- Political Science
- Philosophy
- Psychology
- Sociology

Technology

- Engineering Technology
- Family and Consumer Sciences
- Technology Education (Industrial Arts)

Faculty

AGOSTA-IVES, VALERIE C. (2002)
Temporary Assistant Professor of French
B.A, M.A. Université de Poitiers
M.A., Ph.D. Washington University

ALLEN, LARRY C. (2000)
Assistant Professor of Electronic Engineering Technology
B.S.E.E., M.S.E.E. West Virginia University

ALSHALLAH, MOHAMED (1988)
Associate Professor of Economics/ Business Administration
B.S. Baghdad University
M.B.A. University of Bridgeport

AYANRU, GALE R. (2002)
Minority Teaching Fellow/Temporary Instructor of Education
B.A. Fairmont State College
M.Ed. West Virginia University

BAKER, J. ROBERT (1994)
Director, Honors Program
Associate Professor of English
A.B., M.A., Ph.D. University of Notre Dame

BAKER, RANDALL (1986)
Assistant Professor of Computer Science
B.S. Fairmont State College
M.S. West Virginia University

BAKER, WARREN (1992)
Assistant Professor of Education
B.S., M.S. West Virginia University

BARTGIS, ELAINE E. (1994)
Assistant Chairperson of Social Science
Associate Professor of Criminal Justice
B.A., M.A. University of Central Oklahoma
Ph.D. University of Oklahoma

BARTOLO, ANN M. (2001)
Temporary Instructor of Criminal Justice
B.A. University of Maine
M.A. Northeastern University, Boston

BATES, JOYCE A. (2001)
Clinical Instructor of Nursing
B.S.N., M.S.N. West Virginia University

BAUR, ANDREAS (2000)
Assistant Professor of Chemistry
Ph.D. University of Regensburg

BAXTER, HARRY N., III (1985)
Professor of Chemistry
B.S. Clarion University of Pennsylvania
Ph.D. The Pennsylvania State University

BECVAROV, MATYAS S. (2001)
Assistant Professor of English
B.A. Washington State University
M.L.S. State University of NY at Geneseo
M.A. University of Virginia

BENNETT, GARY K., CPA (1980)
Assistant Chairperson, School of Business and Economics
Associate Professor of Finance/Accounting
B.S. Fairmont State College
M.B.A. West Virginia University

BERRYHILL, PHILIP (1990)
Coordinator, Elementary Education
Professor of Education
B.S. Edinboro University
M.Ed. California University
M.P.A., D.Ed. Penn State University
M.S. West Virginia University

BLISS, MATTHEW D. (1997)
Instructor of Speech & Theatre
B.F.A. Kent State University
M.F.A. Western Illinois University

BOCK, EDWARD E., II (1968)
Director, Computer Center
Assistant Professor of Business
B.S.E.E., M.S.E.E. West Virginia University

BOGGESS, Jennifer H. (2002)
Assistant Professor of Art
B.A. M.A., M.F.A. West Virginia University

BOGGESS, LYNN H. (1990)
Professor of Art
B.A. Fairmont State College
M.F.A. Cranbrook Academy of Art

BOLYARD, GARY (1984)
Assistant Professor of Technology
B.A. Fairmont State College
M.A. West Virginia University

BOND, MARTIN L. (1992)
Chairperson, School of Language and Literature
Professor of English
B.A., M.A. University of New Mexico
Ph.D. Louisiana State University

BOND, SHARON L. (1994)
Associate Professor of Nursing
B.S.N. University of New Mexico
M.S. Tennessee State University
M.S.N. University of Mississippi Medical Center

BRADLEY, DANIEL J. (2001)
President
Professor of Chemistry and Engineering Technology
B.S. Michigan State
B.S. Montana College of Mineral Science and Technology
M.S. University of Tulsa
Ph.D. Michigan State

BIRZENDINE, LAORA E. (1994)
Associate Professor of Mathematics
B.S. The Pennsylvania State University
M.S. Virginia Polytechnic Institute and State University
Ed.D. West Virginia University

BURNELL, MARY A., CPA (1989)
Assistant Professor of Accounting/Information Systems
B.A., B.S. Fairmont State College
M.P.A. West Virginia University

BYERS, JUDY P. (1982)
Director, WV Folklife Center
Professor of English
B.A. Fairmont State College
M.A., Ed.D. West Virginia University

CABLE, ROBERT (1991)
Head Athletic Trainer
Temporary Instructor of Physical Education
B.S. West Virginia Wesleyan
M.S. West Virginia University

CAMERON, ROBERT B. (1972)
Professor of Psychology
B.S. Lewis and Clark College
M.S., Ph.D. University of Kentucky

CARBO, JERRY A.II (2001)
Assistant Professor of Human Resources Mgmt/Law
B.B.A. Texas Christian University
J.D. The Dickinson School of Law
M.A. Cornell University

CARLSON, KARI C. (2001)
Temporary Assistant Professor of Graphics Technology
B.A. Fairmont State College
M.F.A. West Virginia University

CASSELL, MACGORINE (1992)
Professor of Business Administration
B.B.A. Fort Valley State College
M.P.A. Atlanta University
Ph.D. United States International University

COLEBANK, CARL A. (1976)
Assistant Chairperson, School of Education/HHP
Professor of Education
B.S., M.S., Ed.D. West Virginia University

CONDRON, ELLEN (1990)
Associate Professor of Nursing
B.S.N., M.S.N. West Virginia University

CORK, DONNA M. (1998)
Temporary Instructor of Sign Language
A.A.S. Villa Maria College
B.S. Gallaudet University

CRISLIP-TACY, CAROLYN S. (1984)
Chairperson, Department of Health and Human Performance
Professor of Physical Education
B.A. Fairmont State College
M.S., Ed.D. West Virginia University

DELGADO, GILBERTO (2002)
Assistant Professor of Spanish
B.A. State University of New York at New Paltz
M.A., Ph.D. State University of New York at Albany

DODSON, TRACIE M. (1999)
Director of Network Education
Instructor of Information Systems
B.S. Wheeling Jesuit College
M.S. West Virginia University

DUNLEVY, JAMES O. (1965-69; 1972)
Associate Professor of Mathematics
B.A. College of Steubenville
M.A. Arizona State University

ELLIOTT, JAMES L. (1989)
Football Coach
Temporary Instructor of Physical Education
B.A. Fairmont State College
M.S. West Virginia University

FAULK, HARRY R. (1976)
Associate Provost
Professor of Music
B.M., M.M. Eastman School of Music
D.A. Carnegie Mellon University

FIDURA, FREDERICK G. (1997)
Provost and Vice President for Academic Affairs
Professor of Psychology
A.B., M.A. Ohio University
Ph.D. Michigan State University

FITCH, JOHN R. (1970)
Associate Professor of Sociology
B.A., M.A. Syracuse University

FLOOD, MARK R. (1994)
Associate Professor of Biology
B.S. Purdue University
M.S. Washington State University
Ph.D. Utah State University

FRYE, ELIZABETH W. (1974)
Professor of Mathematics
A.A. Potomac State College
B.S. Fairmont State College
M.S., Ed.D. West Virginia University

FULDA, MICHAEL (1971)
Professor of Political Science
M.A., Ph.D. American University

GEORGE, LELAND M. (1984)
Associate Professor of English
S.B., Ph.D. Massachusetts Institute of Technology

GOODWIN, JAMES C., II, P.E. (1971)
Associate Professor of Technology
B.S.M.E., M.S.M.E. West Virginia University

GOODWIN, RONALD W., CPA (1978)
Associate Professor of Accounting
B.S. Salem College
M.B.A. West Virginia University

GOODWIN, SUSAN (1989)
Professor of Mathematics
A.B., M.S., Ed.D. West Virginia University

GROCOTT, CARTER L. (1979)
Co-Coordinator of Marketing and Management
Associate Professor of Marketing/Management
A.B. Bethany College
M.B.A. West Virginia University

GRUBB, WILLIAM ((1997)
Distance Learning Library Services Librarian
Assistant Professor
A.A. Parkland College
B.S. Southern Illinois University
M.S.L.S. University of Kentucky

HADLEY, HARRY J. (1969)
Professor of Education
B.S. Frostburg State College
M.A., Ed.D. West Virginia University

HAMMONDS, ROBERT H. (1998)
Cateloging Librarian
Assistant Professor
B.S., B.A.,M.L.S., University of Pittsburgh

HANSEN, GALEN J. (1994)
Associate Professor of Physics
B.S. Brigham Young University
M.S., Ph.D. Utah State University

HARMAN, GLENN A., CPA (1968)
Coordinator of Accounting
Associate Professor of Accounting
A.A. Potomac State College
B.S. Fairmont State College
M.B.A. West Virginia University

HARRIS, DWIGHT M. (1991)
Assistant Chairperson, School of Science/Mathematics
Professor of Physics
B.S. University of Virginia
Ph.D. University of New Hampshire

HARRIS, MELANIE J. ROWE (1971)
Professor of Mathematics
A.B. Fairmont State College
M.A., Ph.D. University of Pittsburgh

HARVEY, ERICA L. (1994)
Professor of Chemistry
B.A. Wellesley College
Ph.D. California Institute of Technology

HARVEY, RICHARD (1988)
Coordinator of Finance and Business Law
Professor of Finance/Business Law
B.M., M.B.A. West Virginia University
J.D. West Virginia University

HASWELL, ARTHUR (1993)
Men's Basketball Coach
Temporary Assistant Professor of Physical Education
B.A. Fairmont State College
M.S. West Virginia University

HAYNES, D. STEPHEN (1970)
Professor of Physics
B.S. Georgia Tech
Ph.D. Florida State University

HEMLER, DEBRA A. (2000)
Temporary Assistant Professor of Education/Physical Science
B.S. Northland College
M.S., D.Ed. West Virginia University

HESS, RANDY (1982)
Assistant Professor of Physical Education
B.A. Glenville State College
M.S. West Virginia University

HILL, LARRY L. (1968)
Head Women's Volleyball Coach
Assistant Professor of Physical Education
A.B. Fairmont State College
M.A. West Virginia University

HINTON, GREGORY T. (1989)
Professor of Business Law
A.B. Fairmont State College
J.D. West Virginia University

HOBBS, THOMAS W. (2002)
Assistant Professor of History
B.S., M.S. Florida State University
Ed.D. Nova University

HOKOM, MATTHEW L. (2001)
Assistant Professor of English
B.A. University of Pugent Sound
M.A. University of Nebraska
Ph.D. University of Nebraska, Lincoln

HUGGINS, PAMELA A. (2002)
Assistant Professor of Biology
B.S. University of New England
M.S. University of South Carolina
Ph.D. State University of New York at Stony Brook

HUMBERT, ROXANN (2001)
Assistant Professor of Education
Director of Learning Technologies
B.S., M.S., Ed.D. West Virginia University

HUSSEY, JOHN P. (1971)
Professor of English
A.B., M.A. University of Detroit
Ph.D. University of Florida

HUTCHINS, THELMA J. (2000)
Director of Library Services
Associate Professor of Library Science
A.A. Mars Hill College
B.A. Wake Forest University
B.D. Southeastern Baptist Theological Seminary
M.S.L.S. University of North Carolina, Chapel Hill
Advanced M.S. in LS Florida State University

JARVIS, TANYA L. (2001)
Clinical Instructor of Nursing
B.S.N. Fairmont State College

JOHNSON, STEPHEN S. (2000)
Assistant Professor of Music
B.A. University of Southern Maine
M.M. State University of NYat Potsdam
Ph.D. University of Connecticut

JOSHI, TULASI R. (1972)
Professor of Geography
B.A. Tri-Chandra College
M.A. Tribhuban University
M.A. University of Hawaii
Ph.D. University of Pittsburgh

KELLER, CHARLES A. (2002)
Assistant Professor of History
B.A. Oklahoma State University
M.A. Oklahoma State University
Ph.D. University of Kansas

KELLEY, SUSAN M. (1991)
Professor of English
B.A. University of Michigan
Ph.D. Boston College

KHALIL, MOHAMAD A. (1988)
Coordinator of Economics and Business Administration
Professor of Business Administration/Economics
B.S. Baghdad University
M.B.A. Bridgeport University
M.A., Ph.D. West Virginia University

KIEFER, KRISTI A. (1994)
Associate Professor of Physical Education
R.B.A., B.A. Fairmont State College
M.S. West Virginia University

KIME, ALICIA M. (1999)
Professor of Computer Science
B.S. St. Louis University
M.A. University of Delaware
M.P.A., M.S., Ph.D. West Virginia University

KIRCHOFF, DENICE (1998)
Assistant Professor of Nursing
B.S. University of Pittsburgh
M.S. West Virginia University

KIRBY, GALE (1989)
Assistant Professor of Nursing
B.S.N., M.S.N. West Virginia University

KIRBY, JACK R. (2001)
Assistant Professor of Business Admin.
A.B., M.S. West Virginia University

KIRK, FRANCENE (2000)
Assistant Professor of Speech
B.A. Glenville State College
M.A., Ed.D. West Virginia University

KISNER, DEBORAH M. (1976)
Chairperson, School of Nursing & Allied Health Administration
Director of Nursing
Professor of Nursing
B.S.N., M.S.N., Ed.D. West Virginia University

KREUTZER, JUDITH R., C.F.C.S., C.F.L.E. (1983)
Coordinator of Family and Consumer Sciences
Professor of Family and Consumer Sciences
B.S., M.S. University of Wisconsin-Stout
Ed.D. The Pennsylvania State University

LACH, PETER (2002)
Chairperson, School of Fine Arts
Professor of Theatre
B.A., M.A., DePauw University
M.F.A. University of Iowa

LARRY, JOSEPH (1974)
Coordinator and Associate Professor of Social Work
B.A., M.S.W. West Virginia University

LARUE, THEODORE K. (1982)
Coordinator of Computer Science
Assistant Professor of Computer Science
B.S. Fairmont State College
M.A. West Virginia University

LAUGHLIN, WILLIAM M. JR. (1966)
Associate Professor of Economics
B.A. College of William and Mary
M.A. University of Cincinnati

LAVORATA, CHRISTINA M. (1999)
Assistant Professor of Education
B.A., M.A., Ed.D., West Virginia University

LAWRENCE, JOAN, CPA (1973)
Associate Professor of Accounting
B.S., B.A., M.B.A. West Virginia University

LONG, DONNA J. (1999)
Assistant Professor of English
B.A. University of Tampa
M.A., Ph.D. Florida State University

LOPEZ, MICHAEL A. (2002)
Assistant Football Coach
Instructor of Health and Physical Education
A.A. Potomac State College
B.S. Fairmont State College
M.S. West Virginia University

MAGRO, ALBERT (1992)
Professor of Biology/Physical Science
B.A. Montclair State College
Ph.D. Rutgers University

MANLY, CHARLES G. II (1968)
Director of Media Services
Associate Professor of Radio and Television
B.A. Salem College
M.A. West Virginia University

MARTIN, ASHLEY M. (1980)
Professor of Physics
B.S. Memphis State University
Ph.D. Florida State University

MASON, PHILLIP J. (1998)
Chairperson, School of Science and Mathematics
Professor of Biology
B.S. University of Massachusetts
M.S., Ph.D. Auburn University

MATTHEWS, DAVID F. (1990)
Reference Librarian
Assistant Professor
B. A. Marshall University
M.L.I.S. University of Kentucky

MATTHEWS, JAMES (2002)
Assistant Professor of English
B.A. Saint Vincent College
M.A., Ph.D. Duquesne University

MAYFIELD, JEFFREY A. (2001)
Assistant Professor of Architectural Engineering Technology
A.S. Pittsburgh Technical Institute
B.S. Fairmont State College
M. Arch. Virginia Polytechnic Institute and State University

MAZURE, SHARON L. (1997)
Reference and Interlibrary Loan Librarian
Assistant Professor
B.A. Fairmont State College
M.L.I.S. University of South Carolina

MCCLURE, NANCY C. (1998)
Associate Professor of Education
B.S., M.A., Ed.D. West Virginia University

MCDONALD, STEPHEN M. (1994)
Women's Basketball Coach
Temporary Instructor of Physical Education
B.S. West Virginia University
M.A. West Virginia Wesleyan

MEIGHEN, MARY (1983)
Professor of Nursing
B.S. West Virginia Wesleyan
M.S., M.S.N., Ed.D. West Virginia University

MILD, ROBERT (1988)
Professor of Speech
Communication
B.A. West Virginia Wesleyan
M.A. West Virginia University
Ph.D. University of Pittsburgh

MILLEN-PENN, KENNETH (1995)
Coordinator of History
Professor of History
B.A. State University College at Oneonta
M.A., Ph.D. SUNY at Binghamton

MOFFETT, ALETTA L. (1983)
Associate Professor of Nursing
B.S.N. West Virginia Wesleyan College
M.S.N. West Virginia University

MOORE, CONNIE S. (1988)
Associate Professor of Nursing
B.S.N., M.S.N. West Virginia University

MOROOSE, DONALD A. (1969)
Director of Field Experience
Professor of Education
B.A. Fairmont State College
M.S., Ed.D. West Virginia University

MORPHEW, KIRK L. (2000)
Assistant Professor of Architecture
A.S. Central Florida Community College
A.A. Santa Fe Community College
B.S. University of Florida
M. Arch. Virginia Polytechnic Institute & State University

MORPHEW, VALERIE (2000)
Assistant Professor of Elementary Education
A.S. Central Florida Community College
B.S. The University of West Florida
M.A. Virginia Polytechnic Institute & State University
Ed.D. West Virginia University

MORRIS, TONY E. (1994)
Associate Professor of Biology
B.S. Bob Jones University
Ph.D. Clemson University

MURPHY, KIMBERLY (1991)
Assistant Professor of Safety Engineering Technology
B.S. Fairmont State College
M.S. West Virginia University

NESTOR, DEBORAH (1997)
Assistant Professor of English
B.A. University of California, Santa Barbara
M.A., Ph.D. University of California, Los Angeles

NICHOLAS, THOMAS II., (2001)
Instructor of Civil Engineering Technology
A.A.S., B.S. Fairmont State College
B.S. West Virginia University

NUZUM, DONNA (1991)
Assistant Professor/Director of
Community Service Learning
B.A. Fairmont State College
M.A. West Virginia University

O'CONNOR, JOHN E. (1998)
Associate Professor of Theatre
B.S.Ed. Northern Illinois University
M.A. Miami University
Ph.D. University of Washington

PEARSE, RONALD D. (1968)
Chairperson, School of Social Science
Professor of Psychology
B.A. Fairmont State College
M.A., Ed.D. West Virginia University

POLAND, JEFFREY (1988)
Professor of Music
B.M.E. Baldwin-Wallace College
M.M. The Ohio State University
D.M.A. University of Cincinnati

PULSIFER, JACK R. (1965)
Associate Professor of History and Philosophy
B.A. Lamar University
M.A. Northwestern University

RASMUSSEN, BARBARA E. (2001)
Temporary Assistant Professor of History
B.S., M.S., M.A., Ph.D., West Virginia University

RENEAU, PAUL D. (2002)
Assistant Professor of Physical Education
B.S. West Virginia Wesleyan
M. Ed. George Peabody College of Vanderbilt University
Ph. D. The University of Alabama

RICHARDSON, TIA M. (1998)
Assistant Professor of Architecture/Civil
Engineering Technology
B. S., M.S. West Virginia University

RIESEN, JOSEPH (1992)
Associate Professor of Mathematics
B.A. Moorhead State University
M.A. University of Nebraska, Lincoln
Ph.D. Northwestern University

RINGLADEN, RIVIC P. (2002)
Chairperson, School of Education/Health and Human Performance
Dean of Teacher Education
B.S. Millersville University
M. Ed. Slippery Rock University
Ed.D. University of Northern Colorado

ROHRBAUGH, CLARENCE C. (2002)
Assistant Professor of Psychology
A.A. Allegany Community College
B. S. Frostburg State University
M.S., Ph. D. Kansas State University

ROMINO, SHARON L. (1987)
Professor of English
B.A. Swarthmore College
M.A., Ph.D. University of Pennsylvania

ROOF, STEVEN K. (1994)
Associate Professor of Biology
B.S. Kansas State University
Ph.D. Washington State University

RYAN, PATRICIA P. (1966)
Coordinator of Political Science
Professor of Political Science
B.A., American University at Cairo
M.A., Ph.D. West Virginia University

SANFORD, RHONDA L. (1999)
Assistant Professor of English
B.A., M.B.A., M.A., University of Colorado at Denver
Ph.D. University of Colorado at Boulder

SAPP, GERALD H. (1997)
Associate Professor of Education
B.sA. Fairmont State College
M.S., Ed.D. West Virginia University

SAVAGE, ELIZABETH A. (2001)
Assistant Professor of English
B.A. James Madison University
M.A. Boston College
Ph.D. Duquesne University

SCANLON, MATTHEW (1991)
Professor of Chemistry
B.A. St. Vincent College
Ph.D. Montana State University

SCHAUPP, REBECCA (1984)
Chairperson, School of Business and Economics
Professor of Management/Business Administration
B.S., M.A., Ed.D. West Virginia University

SCHOBER, DAVID B. (1997)
Instructor of Aviation Maintenance
B.S. Parks College of Aeronautical Technology

SCHOOLEY, JOHN H. (1970)
Professor of Music
B.S. Mansfield State College
M.M. East Carolina University

SCHWER, MARY ANGELA (1997)
Assistant Professor of English
B.A. Ball State University
M.A. Duquesne University
Ph.D. University of Notre Dame

SEYMORE, ELIZABETH M. (2000)
Assistant Professor of Nursing
B.A. University of Dallas
B.S. Texas Christian University
M.S. University of Texas at Arlington

SHAVER, A. JOSEPH (1988)
Professor of Psychology
B.S. Fairmont State College
M.S. University of Central Florida
C.A.S. West Virginia College of Graduate Studies
Ed.D. West Virginia University

SHAVER, ANN V. (1997)
Coordinator of Psychology
Associate Professor of Psychology
B.A. Fairmont State College
M.A. West Virginia Graduate College
Ed.D. West Virginia University

SHIELDS, CHARLES (1996)
Associate Professor of Criminal Justice
B.S. Marshall University
J. D. West Virginia University

SHIELDS, DEANNA (1984)
Coordinator of Criminal Justice
Professor of Criminal Justice
B.A. Marshall University
B.S., M. S. Marshall University
Ph.D. Indiana University of Pennsylvania

SHULTZ, TRAVIS R. (2002)
Assistant Professor of Mechanical Engineering Technology
B.S. West Virginia University

SLUSSER, BETH E. (1998)
Temporary Instructor of Journalism/Student Publications Advisor
B.S., B.A., M.A. West Virginia University

SMIGOCKI, STEPHEN (1972)
Professor of Art
B.A., M.A. University Of Maryland
Ph.D. Florida State University

SMITH, JOHN S. (2001)
Assistant Professor or Mechanical Engineering Technology
B.S.M.E. University of Mysore, India
M.S.M.E. Worcester Polytechnic Institute

SNIVELY, PATRICK M. (2001)
Temporary Swim Coach
Temporary Instructor of Physical Education
B.A. Fairmont State College

SNYDER, R. BARRY (1967)
Professor of Art
B.A. Southwestern College at Memphis
M.A. University of Mississippi

SPROWLS, GEORGE F. (1998)
Assistant Professor of Political Science
B.S. United States Naval Academy
M.S. University of Pittsburgh
Ph.D. West Virginia University

STEPHENSON, BARBARA (2001)
Temporary Instructor of Mathematics
B.M. DePauw University
M.S. West Virginia University

STEPHENSON, STEVEN L. (1976)
Professor of Biology
B.S. Lynchburg College
M.S., Ph.D. Virginia Polytechnic Institute and State University

STEFANOWICZ, BETH A. (2001)
School Library Media Coordinator
Assistant Professor
B.A. Gettysburg College
M.L.I.S. Louisiana State University

STEWART, MARY D. (1998)
Temporary Instructor of English/Kestral Coordinator
B.A., M.A. West Virginia University

STILGENBAUER, TED M. (2000)
Assistant Professor of Civil Engineering
A.S., B.S. Fairmont State College
M.S. West Virginia University

SURENDRAN, SUNIL (1994)
Professor of Marketing and Management
B.S., M.B.A. Gujarat University, India
Ph.D. Kent State University

THOMAS, MERLE, JR. (2001)
Visisting Professor of Mechanical/Manufacturing Engineering Technology
B.A., M.A. University of Texas

TRISEL, DONALD E. (1995)
Assistant Professor of Biology
B.S. Heidelberg College
M.S., Ph.D. Miami University of Ohio

TURBANIC, JUDITH A. (1995)
Assistant Professor of Nursing
B.S.N. Villanova University
M.A. New York University

WILSON, ROGER W. (2002)
Assistant Professor of Information Systems
B.S. General Motors Institute
B.A. Cedarville College
M.Ed. Wright State University
Ph.D. The Union Institute

WYATT, RENEE JO (2002)
Temporary Assistant Professor of Music
B.A., M.A. West Virginia University

YOUNG, JAMES R. (1967)
Coordinator of Geography
Associate Professor of Geography
B.S. Morries Harvey College
M.S. Marshall University

VASSIL, JAMES (2002)
Visiting Assistant Professor of Civil Engineering Technology
A.S. Ocean County College
M.S. New Jersey Institute of Technology
B.S. Fairmont State College

Emeriti Faculty and Staff

Raymond E. Amos, Ph.D.
Professor Emeritus

John H. Ashton M.F.A.
Professor Emeritus

David C. Batson, M.A.
Professor Emeritus

David R. Bohnke, Ph.D.
Professor Emeritus

Robert L. Bowers, Ed.D.
Professor Emeritus

William N. Brown, Ph.D.
Professor Emeritus

Joseph Bundy, Ed.D.
Professor Emeritus

Joan Burns, M.S.
Faculty Emerita

Ruth A. Burns, M.A.
Faculty Emerita

Orman A. Buswell, M.S.W.
Faculty Emeritus

George F. Byers, Ph.D.
Professor Emeritus

Colin T. Cameron, M.A.
Professor Emeritus

H. Dotson Cather, M.S.M.E.
Professor Emeritus

Lily Y. Chenshan, Ph.D.
Professor Emerita

Samuel M. Church, Ph.D.
Professor Emeritus

John C. Clovis, II, M.F.A.
Professor Emeritus

Dorothy B. Coffindaffer, M.A.
Faculty Emerita

James E. Coleman, Ph.D.
Professor Emeritus

John Conaway Ed.D.
Professor Emeritus

William D. Creasey, Ph.D.
Professor Emeritus

Glennis H. Cunningham, Ed.D.
Professor Emeritat

Roxy Dillon, M.A.
Professor Emerita

Margaret R. Dodge, M.S.
Faculty Emerita

Galen F. Duling, M.A.
Professor Emeritus

Jane E. Dumire, M.S.
Faculty Emerita

Billy G. Dunn, Ed.D.
Professor Emeritus

Harold S. Duvall, M.A.
Professor Emeritus

Dwight Fowler, M.Ed.
Professor Emeritus

A. Steven Gatrell, Ph.D.
Professor Emeritus

Ruth J. Givens, M.A.
Faculty Emerita

Jeriel M. Gilmer, D.M.S.
Professor Emeritus

Marvin B. Gould, M.B.A.
Faculty Emeritus

Robert M. Grattan, Ph.D.
Professor Emeritus

Gertrude Hall, M.A.
Professor Emerita

Wendell G. Hardway, Ph.D.
President Emeritus

Melva C. Hess, M.S.
Professor Emeritat

Margaret Doolittle Hofstetter, Ed.D.
Professor Emerita

Clifford R. House, Jr., M.Ed.
Professor Emeritus

Judith Hoyer-Swanson, M.A., M.S.
Professor Emerita

Bryon Jackson, Ph.D.
Professor Emeritus

Edgar N. Jaynes, M.A.
Professor Emeritus

Helen Jones, Ed.D.
Professor Emerita

Marilynn Jones, M.A.
Professor Emerita

William H. Kerr, M.A.
Faculty Emeritus

Wayne R. Kime, Ph.D.
Professor Emeritus

John W. King, M.A.
Professor Emeritus

James A. LaRue, Ph.D.
Professor Emeritus

Lois N. Laughlin, M.A.
Professor Emerita

Loy W. Leonard, M.A.
Professor Emeritus

Emil R. Lidell, M.A.
Professor Emeritus

Jo Ann Lough, M.A.
Professor Emerita

Aileen Lucas, B.S.L.S.
Faculty Emerita

Frances D. Maloney, Ed.D.
Professor Emerita

Robert G. Masters, M.A.
Faculty Emeritus

Charles H. McCormick, Ph.D.
Professor Emeritus

Emily McDowell, Ed.D.
Professor Emerita

Earl G. McLaughlin, Ed.D.
Professor Emeritus

Martha L. Miller, Ed.D.
Professor Emerita

Patricia G. Millman, Ed.D.
Professor Emerita

Alice A. Moerk, Ph.D.
Professor Emerita

Frances Moody, M.A.
Professor Emerita

Anne B. Morgan, M.A.
Faculty Emerita

Mary E. Morgan, M.A.
Professor Emerita

Orville D. Naegele, M.S.
Professor Emeritus

Marlyn G. Neptune, M.S.
Faculty Emerita

Joanna Nesselroad, Ed.D.
Professor Emerita

Thomas M. Nunnally, M.Ed.
Professor Emeritus

Barbara F. Nutter, M.A.
Faculty Emerita

John D. Parks, M.S.
Professor Emeritus

Edward E. Peters, Ph.D.
Professor Emeritus

H. Dean Peters, Ph.D.
Professor Emeritus

John L. Pheasant, M.A.
Professor Emeritus

William E. Phillips Jr., Ed.D.
Professor Emeritus

Charles D. Poston, Ph.D.
Professor Emeritus

Woodrow A. Potesta, J.D.
Professor Emeritus

William M. Potter, M.A.
Professor Emeritus

Ruth Powell, M.L.S.
Professor Emerita

Harry G. Priester, Ed.D.
Professor Emeritus

William H. Pritchett, Ph.D.
Professor Emeritus

David F. Pudsell, M.A.
Professor Emeritus

Judith Radcliff, M.S.
Professor Emerita

Joseph Retton, Jr., M.A.
Faculty Emeritus

Rayman Richardson, Ph.D.
Professor Emeritus

William D. Ruoff, Ph.D.
Professor Emeritus

Janet Salvati, Ph.D.
Professor Emerita

Frederick W. Schaupp, Ed.D.
Professor Emeritus

William J. Schneider, M.S.
Professor Emeritus

Robert K. Shan, Ph.D.
Professor Emeritus

David D. Sherren, Ed.D.
Professor Emeritus

Jean Simonof, M.L.S.
Faculty Emerita

George Smyth, AIA-E
Faculty Emeritus

Suzanne T. Snyder Ed.D.
Professor Emerita

Richard A. Sonnenshein, Ph.D.
Professor Emeritus

Earl N. Straight, M.A.
Professor Emeritus

Allan L. Swanson, M.S.E.
Professor Emeritus

Charles H. Swanson, Ed.D.
Professor Emeritus

Christiana B. Sweeney, M.A.
Professor Emerita

Elizabeth Swiger, Ph.D.
Professor Emerita

Leo R. Taggart, Ed.D.
Professor Emeritus

Joanne VanHorn, M.A.
Professor Emerita

Yu San Wang, Ph.D.
Professor Emeritus

Jean E. Ward, M.Ed.
Professor Emerita

Dorothy A. Wedge, Ph.D.
Professor Emerita

Richard Whiteman, M.Ed.
Professor Emeritus

Jack Wills, Ph.D.
Professor Emeritus

Clinical Instructors
Teacher Education Program

The teacher education faculty of the College includes a cohort of exemplary classroom practitioners. Their primary functions are to help insure program relevancy and provide a seamless transition from theory into practice for all teacher education students.

Gary A. Bowers	Technology Education	East Fairmont High
Joseph E. Brock	Biology/General Science	North Marion High
Margaret P. Clark	English/Language Arts	Fairmont Senior High
Dr. Krystal D. Curtis	Chemistry/Physics	North Marion High
Jeanie Dotson	Elementary-Intermediate	Dunbar Middle
Sandra Douglas	Family & Consumer Science	Robert C. Byrd High
Joyce L. Evans	Elementary-Primary	Monongah Elementary
Nancy Fowler	Elementary-Primary	Nutter Fort Elementary
Brenda M. Joe	Music Education	Mannington Middle
Tracey J. Linn	Social Studies	East Fairmont High
Ginger V. Malone	Business Education	East Fairmont High
Leah K. Martin	Physical Education/Health	East Fairmont High
Diana L. Munza	Mathematics	Fairmont Senior High
Cheryl A. Offutt	Art Education	North Marion High
Yvonne D. Parker	Elementary-Primary	Barnes Elementary
Deborah M. Prezioso	Elementary-Primary	Watson Elementary
Patricia J. Ramsburg	School/Library Media	Bridgeport High
Mary Rice	Oral Communications	Lincoln High
Tena E. Vernon	Elementary-Intermediate	Big Elm Elementary

Clinical instructors are recognized and selected by their K-12 and higher education peers as outstanding practitioners who model effective teaching behaviors appropriate for future teachers. Collectively, their teaching specialties include all programmatic areas and developmental levels included in the teacher education offerings of the college.

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Correspondence Directory

Fairmont State College
1201 Locust Avenue
Fairmont, West Virginia 26554

Phone (304) 367-4000
West Virginia Toll Free Number 1-800-641-5678
Hearing Impaired TDD (304) 367-4200
Homepage: http://www.fscwv.edu

Correspondence should be addressed as indicated below:

Admissions
For Admissions, College Catalog Requests ..... Executive Director of Enrollment Services

Administrative and General College Policy ..... President

Alumni Activities ..... Director of Alumni Relations

Aviation/Aerospace Programs

Robert C. Byrd National Aerospace Education Center
Route 3, Box 13
Bridgeport, WV 26330
Phone (304) 842-8300

Curricula, Faculty, Instruction, Summer Sessions ..... Provost and Vice President for Academic Affairs

College Fees ..... Vice President for Administrative and Fiscal Affairs

Community and Technical College
Continuing Education ..... Provost, Community and Technical College

Services for Students with Disabilities ..... Coordinator for Students with Disabilities

Housing ..... Director of Residence Life

Multicultural Affairs ..... Director of Multicultural Affairs

Publicity ..... Director of Public Relations

Scholarships, Loan Information ..... Director of Financial Aid

Section 504, Title IX, ADA Coordinator ..... Assistant to the President

VISITORS

Visitors are always welcome at Fairmont State College and Fairmont State Community and Technical College. A tour of the campus can be arranged, Monday through Friday at 10:00 a.m and 2:00 p.m., for persons who notify the College in advance. For additional information contact the Office of Admissions in Hardway Hall at (304) 367-4892.